VNOC Consultation
Plan of Action

VNOC Consultant:
School:

VNOC Consultation scheduled for (day/date)

Pre-observation visit
Request (Name of school division) to send by (day, date): (List any items you may want the school division to send for your review. See examples below)
  - Sample of goals/objectives related to the student’s IEPs especially for language/communication
  - Current weekly schedule followed by teacher/instructional assistants and interpreters

On site:
Have available for review the (any items you want to see – e.g., student’s record, recent examples of student work as appropriate).

Consultation at (name of school) will include: (Reference the Desired Outcomes section on Service Request and anything you may have discussed specifically with the person designated as your primary contact. This may/not be the Sped Director.) (See examples below)
  - Observation of at least (number) of lessons
  - Meeting with teacher/assistants/interpreters (either group or individual) for their input of need
  - End of day meeting with staff for preliminary reporting
    o Possibly address strengths/areas of need observed
    o Do a clarification of needs to be addressed in report

Written report of consultation will be submitted to (name of Sped Director) no later than 25 days from the consultation date.

Consultation Fee: (This should be the amount negotiated with the Sped Director. You may list this as “not to exceed $xxx” or a set amount)
  $XXX – one day visit and written report
  Plus travel costs (mileage billed at current state rate of xxx/mile and meals and lodging as needed if consultation requires overnight lodging.)

  $XXX – follow up visit if requested by (Name of School Division)