**Working Notebook Outline**

* Current Action Plan (Key Feature Status Tracker)
* Current Team:
	+ PBS Team List- names and school roles (e.g. Sam Smith, 5th grade special ed)
	+ Team Leader
	+ Data Coordinator
	+ Parent(s) contacts for 2-way communication
* Current Data – Office Discipline Referral (ODR)
	+ Monthly reviewed Big Five Data (referrals by behavior, time, location, student(triangle), and average referral rate per month)
	+ DDRT data
* Current Data – Other sources
	+ Recent School Climate Survey, Key Features Evaluation, and DASNPBS
	+ Current internal feedback surveys, if applicable (e.g. Kick Off Activity surveys, student reinforce/interest inventory)
* Monthly Team Meetings
	+ Schedule of monthly PBS team meetings
	+ Schedule of PBS related events
	+ Monthly team meeting agenda with detailed minutes:
	+ Analysis of +/- patterns in data
	+ Monthly action planning (Re-teaching Plan of Activities/Calendar)
* End of year analysis and planning
* Phase Recognition Application (if team submits)