

McAlester Army Ammunition Plant

Local Action Plan

Issue	Required Action	Timeline of Action	Person Responsible
1. Timely transfer of educational records.	Work with schools to provide an unofficial copy of transcripts to give to parents to hand carry to new school.	2007-2008	School Liaison Officer School Staff Parents
2. Graduation Requirements	Develop a list of requirements. Post the list on the School Liaison website.	On Going	School Districts School Liaison Officer
3. Communication	To open communication with the schools and build a working relationship.	On Going	Child and Youth Staff School Staff
4. Ease transition in the first two weeks of enrollment.	Develop welcome packet for students. Assign a buddy to show where classes are and eat lunch with.	On Going	Child and Youth Staff School Liaison Officer SAS and MST Children
5. Get a Memorandum of Agreement signed.	Work with the schools to get a Memorandum of Agreement in place and implemented.	Completed 2007	School Districts School Liaison Officer