



association of california  
school administrators

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## AFTER-ACTION REPORT

<b>Facilitator:</b>		
<b>Participants:</b> (attach roster if needed)		
<b>Event:</b>		
<b>Location(s):</b>		
<b>Time/Date Review:</b>		

Discussion of:

<b>1. What was supposed to happen?</b>
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<b>2. What actually happened?</b>
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<b>3. Why were there differences?</b>
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<b>4. What can we learn?</b>
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<b>Comments And/Or Immediate Follow Up Actions (As Needed)</b>

<b>What is to be shared/followed up?</b>	<b>Who is responsible for follow up?</b>	<b>How will that happen?</b>	<b>With whom will it be shared</b>

**What happens next?**

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