

## RELEASE PLANS AND LONG-TERM PREPARATION PLAN TEMPLATES

### PURPOSE OF THIS MODULE

A release plan is a structured document that explains how an individual is preparing for a successful transition back into the community. The plan connects daily actions during incarceration with long-term goals after release.

Release plans are not promises. They are working documents that should be updated as progress is made.

### RELEASE PLAN TEMPLATE

#### SECTION 1: PERSONAL OVERVIEW

- » Name:
- » Register Number or ID:
- » Projected Release Date (if known):
- » Current Facility or Status:

#### PERSONAL SUMMARY

Describe who you are, your current situation, and your commitment to preparation.

#### SECTION 2: ACCOUNTABILITY AND RESPONSIBILITY

Use this section to demonstrate ownership and growth.

- » What responsibility do I take for my past actions?
- » What lessons have I learned from my incarceration?
- » How has my thinking or behavior changed?

#### GUIDANCE:

Focus on accountability, not legal explanations.

#### SECTION 3: SHORT-TERM GOALS WHILE INCARCERATED

List goals you are actively working on now. Examples may include:

- » Education or vocational training
- » Program participation
- » Personal development
- » Health and wellness

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For each goal, describe:

- » The goal
- » The steps you are taking
- » How progress is measured

## **SECTION 4: SKILLS, EDUCATION, AND PREPARATION**

Use this section to document preparation.

- » What education or training have I completed or am I pursuing?
- » What skills am I developing?
- » How does this preparation support my reentry goals?

### **GUIDANCE:**

Be specific and factual.

## **SECTION 5: EMPLOYMENT AND FINANCIAL STABILITY**

Use this section to explain realistic planning.

- » What type of work am I preparing for?
- » What skills or experience support this plan?
- » How will I manage finances responsibly?

### **GUIDANCE:**

Avoid speculation. Focus on preparation and readiness.

## **SECTION 6: HOUSING AND COMMUNITY SUPPORT**

Describe plans for stability after release.

- » Where do I plan to live upon release?
- » Who are my positive support contacts?
- » What steps am I taking to strengthen these relationships?

## **SECTION 7: PERSONAL DEVELOPMENT AND DECISION-MAKING**

Use this section to explain how you will maintain progress.

- » What values guide my decisions?
- » What habits or routines will I maintain?
- » How will I avoid past patterns of behavior?



## **SECTION 8: REENTRY CHALLENGES AND RISK MANAGEMENT**

This section shows awareness and responsibility.

- » What challenges do I anticipate after release?
- » What strategies will I use to manage those challenges?
- » Who or what will I rely on for support?

## **SECTION 9: LONG-TERM GOALS**

Use this section to describe future direction.

- » What are my long-term personal goals?
- » What are my long-term professional goals?
- » How do my current actions support these goals?

## **SECTION 10: ONGOING DOCUMENTATION AND REVIEW**

Explain how you will continue documenting progress.

- » How will I continue journaling and updating my profile?
- » How will I review and revise this release plan?
- » What evidence will show continued effort and growth?

## **FINAL INSTRUCTIONS**

- » Write clearly and honestly.
- » Focus on preparation, not predictions.
- » Update the plan as progress is made.
- » Maintain consistency with other documentation.

A release plan is a living document. Its value comes from the effort behind it and the consistency with which it is updated.



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