

Student Assistance Team: Flow Chart

REFERRING A STUDENT:

Teacher: Completes & submits Request for Assistance (RFA) packet to principal

Principal/Designee: Reviews RFA packet to verify all necessary information. Parents are notified, Parent Questionnaire optional. **Communication Memo** sent to specialists working with student

Principal/Designee: Completes the **Meeting Coordination Form**, Schedules meeting/assign roles

Coordinator Distributes copies of the RFA & **Meeting Coordination Form** to invited SAT members

MEETING

SAT Held: Meeting is held in accordance with the meeting process. The core problem is identified; interventions discussed; and an intervention plan is created.

AFTER MEETING

Coach: Within *3 days*, meet with teacher to determine if

- there are any questions regarding intervention
- plan has been implemented (baseline collected)
- need additional resources / support
- Student Observation** optional

Recorder: Copies and Distributes Meeting Notes to SAT members

Coordinator: Completes SAT log

Coach: *Weekly*, check with teacher to determine if

- need additional resources / support
- questions regarding intervention plan
- plan has been implemented (progress)

OUTCOMES

If interventions are successful:

- return SAT file to designee
- the process ends

If interventions are unsuccessful:

- teacher contacts principal to attend next SAT meeting
- new interventions / strategies are developed