Hancock County Schools
Student Assistance Team Checklist

The following steps should be taken before an initial meeting in an effort to prepare for, and save time during the meeting:

Step 1: **Review the parent-teacher conference documentation**

☐ PEP completed in its entirety
☐ Parent and teacher signed the PEP
☐ Parent was notified of the referral (notification and permission to Screen letters)
☐ Documented Interventions (written evidence)

Step 2: **Create a SAT folder or file for the student**

Step 3: **Assign a case manager for the student** (usually Teacher)

Step 4: **Assessment of Available Information**

☐ Review the area(s) of concern (be able to identify the specific skill deficits)
☐ Brainstorm specific research-based interventions to address concern(s)
☐ Review the cumulative folder to verify information is accurate. Have folder available for the initial meeting.

Step 5: **Decide on the baseline data needs**

☐ If additional information is needed; decide who will collect the data
☐ When will the data be collected?
☐ Review the cumulative folder for accuracy.
☐ Compile research-based interventions for the initial meeting (suggestions from team members)

Step 6: **Invite the appropriate team members**

☐ Schedule the meeting date and time with principal and parent
☐ Invite the team members in written or electronic form
☐ Indicate the meeting location

Getting Started

- ✓ Schools should have 6-8 staff members to commit to involvement in the Student Assistance Team (Administrator, regular education and special education teacher, psychologist, counselor, parent, nurse, academic coach, community representative, etc.)

- ✓ The team members should be a mixture of staff including regular education teachers, special education teachers, related service staff, support staff, specialists.

- ✓ Establish team process and meeting procedures.

- ✓ Inventory the resources that are available at the school (reading and math programs, support staff, etc.)

- ✓ Practice Student assistance team roles and meeting procedures.