

# ***Student Assistance Team (SAT) Steps***

## ***Step 1***

**Teacher notifies parent as to the start of SAT process.**

**Teacher completes the SAT Teacher Report Form and Form B Behavior Concerns (if necessary).**

Attach appropriate work samples. Observation completed by SAT member. Return paperwork to principal.



## ***Step 2***

**SAT meets for first time on student. SAT shall consist of Principal, Classroom Teacher, Observer, and Reading Specialist (for reading/writing issues). Others may be present as needed.**

SAT will develop intervention strategies for student. Use intervention strategies for 3-4 weeks. Decide on how student progress data will be collected.



## ***Step 3***

**SAT will review student progress data with classroom teacher. If student has shown adequate progress, then SAT process is complete.**

**If student has not shown adequate progress, SAT will modify intervention plan. Parent interview will be conducted.**

Use new intervention strategies for 3-4 weeks. Collect new data.



## ***Step 4***

**SAT will review student progress data. If student has shown adequate progress, then SAT process is complete.**

**If student has not shown adequate progress, SAT will decide on next course of action.**

Continue with/modify intervention plan, refer for special education evaluation, or agree upon alternate plan.