



SST PROCESS FLOW CHART

CONCERN BROUGHT BY PARENT/TEACHER-
(TEACHER TO BEGIN FILLING OUT REFERRAL FORM)

CLASSROOM TEACHER INTERVENTIONS
(SEE P.R.I.M. FOR IDEAS.)

CASE REFERRED TO C.O.S.T. (COORDINATION OF SERVICES TEAM)
REFERRALS TO SCHOOL RESOURCES

STUDENT
PROGRESS IS MONI-
TORED BY
TEACHER/COST
CASE MANAGER

YES ✓

WERE CONCERNS ADDRESSED?

NO ✓

CASE REFERRED TO
STUDENT SUCCESS
TEAM

PRE-SST ACTIONS-
1. CONSULT WITH PAST TEACHER(S)/EXPERTS
2. REVIEW CUMULATIVE RECORD
3. ADDRESS CONCERN WITH PARENT (MULTIPLE OCCASIONS)

INFORMATION GATHERING/ MEETING PREPARATION

ASSISTANT PRINCIPAL	SST TEACHER COORDINATORS	REFERRING TEACHER	OTHER AD HOC MEMBERS
-LOGS REFERRAL -SCHEDULES SST MEETING -ENSURES THAT AN ADMINISTRATOR WILL ATTEND	-INFORMS STAFF MEMBERS OF MEETING -PREPARES PARENT NOTIFICATION OF MEETING/ PARENT BROCHURE	-COLLECTS PERTINENT DATA FOR MEETING (OCR AND MATH QUARTERLY ASSESSMENTS, E.L. MONITORING ROSTER, CST SCORES) -ENSURES THAT PARENT WILL ATTEND OR ASKS SST TEAM FOR A RESCHEDULE	-OBSERVE STUDENT (AS REQUESTED) -REVIEW RECORDS -COMPLETE SCREENINGS (IF REQUESTED)

INITIAL SST MEETING
1. REVIEW STUDENT DATA
2. DEFINE/PRIORITIZE CONCERNS
3. REVIEW INTERVENTIONS PREVIOUSLY ATTEMPTED
4. PLAN ADDITIONAL INTERVENTION STRATEGIES

FOLLOW-UP SST MEETINGS
1. MONITOR RESULTS OF INTERVENTIONS
2. ADDITIONAL ACTIONS TO MEET STUDENT NEEDS
3. PROBLEM SOLVING TO DETERMINE CAUSE FOR CONCERNS

3-6 WEEKS BETWEEN SST MEETINGS

(FOLLOW-UP SST'S WILL BE SCHEDULED AS NEEDED— THERE IS NO LIMIT TO THE # OF FOLLOW-UP'S ALLOWED.)

TEACHER CONTINUES INTERVENTION STRATEGIES

YES ✓

ARE INTERVENTIONS SUCCESSFUL?

NO ✓

SST MAY REFER FOR FORMAL SPECIAL EDUCATION ASSESSMENT IF CRITERIA AND SAFEGUARDS ARE MET