TEACHER CHECKLIST PRIOR TO A SAT REFERRAL

❑ For academic concerns, compare the student's classroom performance to the Universal Screening Data.

    a. If the student is struggling in class and Universal Screenings show he or she is in the bottom 25th Percentile, select a research-based intervention to implement with the student. These classroom interventions should be attempted before referring to SAT. Documenting the dates of the intervention will be helpful.

        i. To select an appropriate research based intervention, refer to the RtI Interventions Manual or consult with the School Psychologist.

        ii. For behavioral concerns, talk to the School Psychologist and/or School Counselor for an individual consultation.

        iii. For speech concerns, talk to the Speech and Language Pathologist for an individual consultation.

❑ Notify parents of the problem.

    a. Document the date they were notified on the Parent Contact Form.

❑ Gather at least one week of baseline data and then implement the teacher intervention.

    a. For academic concerns, Universal Screening data can be used as a baseline.

    b. If you do not know how to document baseline data, consult the School Psychologist or SAT Coordinator.

❑ Document the intervention on the Intervention Implemented Form.

❑ After at least 4 weeks, if the documented intervention has proven unsuccessful, fill out the Request for Student Assistance Form.

❑ Notify parents that the intervention was unsuccessful and inform them that you are going to complete a Request for Student Assistance.

    a. On the Parent Contact Form, document that you notified them.

❑ Give parents the SAT brochure and Parent Input Form, and ask them to return the Input Form to the office.

    a. On the Parent Contact Form, document that you gave them the information.

❑ Once you receive the Parent SAT Meeting Invitation in your mailbox, send it home to the parents.

    a. On the Parent Contact Form, document that you gave them the form.

❑ Attend the SAT meeting with your data on the student.