

AGENDA for SAT MEETING

*Should occur within 10 to 15 minutes

I. WELCOME

- ⇒ Introductions
- ⇒ Explanation of meeting

II. Announce Time Limit

- ⇒ Assign Time Keeper

III. Discuss Student's Strengths and Talents

IV. Summarize Referral Form

- ⇒ Ask if any other issues of importance
- ⇒ Select Target Area of Concern

V. Review Student Data

- ⇒ Any data the teacher brought regarding the student

VI. Goals

VII. Design the Plan

VIII. How to Progress Monitor

IX. Assign Responsible Parties

X. Assign Case manager

XI. Summarize Meeting

XII. Set Follow-Up Meeting