**PURPOSE** – to address student problems by learning more about the student and implementing a plan to help the student.

**GOAL** – to intervene and help student AND teacher.

***Yes, it is true that a student is required to have been sent through the SAT process before he/she receives an evaluation and/or qualifies for EC services. However, SAT should not be considered a means to an end; it is NOT simply a hoop that needs to be jumped through before a kid can be designated EC, nor is it designed to keep kids out of EC! It is a method of examining and assessing which strategies and interventions will enable a student (and teacher) to become more successful.***

**General Process for Handling Referrals**

**STEP 1 – Referral Initiated and Investigated**

* Referral given to SAT coordinator
* Coordinator meets with referring teacher, begin to fill

out RE paperwork

* Send RE-2 Notification of Screening Procedures home
* Hearing and vision screening
* Schedule and complete observation of student

**STEP 2 – Case Presentation at SAT Meeting**

* For approximately **5** minutes the following information is presented:
  + Summary of concerns from referral form
  + Information from cumulative folder
  + Summary of classroom observations
  + Any strategies already attempted
  + Information shared with/by parents
* SAT either decides to close referral or develop an intervention plan

**STEP 3 – Develop the Intervention Plan if Needed**

* Developed during the initial SAT meeting
* Team and teacher identify target behaviors and brainstorm for 10-15 minutes to identify possible interventions
* Referring teachers selects 2-3 appropriate strategies/interventions to implement in classroom

**STEP 4 – Implement the Intervention Plan**

* At initial meeting: identify two ways to know if intervention plan is working, schedule a case update with SAT in 4-6 weeks, determine how parents will be informed.
* Referring teacher implements strategies/interventions during the next 4-6 weeks

**STEP 5 – Evaluate Outcomes of the Intervention Plan (First Update)**

* At next meeting, team and teacher review the data in a **5** minute update:
  + Review data collected
  + Discuss outcomes of plan
  + Describe any new interventions
  + Discuss what impacted plan
  + Decide if to continue plan
* SAT decides to:

1. Close the referral if intervention plan successful OR:
2. Spend 5-10 minutes brainstorming new/modified strategies. Modify the intervention plan and schedule another update in 2-4 weeks.

**STEP 6 – Review Data (2nd update) and Close the Referral**

* SAT meets with teacher for **5** minutes to review:
  + Update on intervention plan
  + Any additional information/data
* After review of data, SAT has 2 options:
  1. Close the referral if successful or referring for other services (not EC).
  2. Refer the student to the IEP team.
* Decide how to notify parents

**Timeline for SAT referrals:**

|  |  |
| --- | --- |
| Amount of Time: | Steps: |
| 2 weeks | 1 & 2: Receive and investigate referral and decide if intervention plan is needed. |
| 4 weeks | 3 & 4: Develop and implement intervention plan. |
| unlimited | 5 & 6: Evaluate and/or revise intervention plan, try again and/or close referral |

**POINTS TO REMEMBER:**

* 3 important questions need to be answered on the referral form:

1. SPECIFIC concerns?
2. What has been tried by the teacher?
3. What has been shared with parents regarding the concerns?

* On RE-1 paperwork, referring teacher must document at least TWO contacts/attempts when information has been shared with the parents about the specific concerns that led to the referral.
* It is extremely important to discuss your plans to refer a child with the parents prior to sending home the Notification of Screening Procedures letter. If you have questions or concerns about discussing the referral with parents, please don’t hesitate to ask.
* Please don’t spend a lot of time trying strategies on your own before you refer a student. Try one or two SPECIFIC, RESEARCH-BASED strategies and allow time for the student to respond to those strategies. Progress monitoring helps you keep track of the student’s response. If the student does not respond to those interventions, then refer. It will save you time and energy and hopefully won’t leave you frustrated in April when your referral has gone nowhere.
* Utilize your grade level team! That is a great place to start if you are unsure about referring to SAT.
* All meetings will be on Thursdays, starting at 2:50.
* We will meet every other week unless there is a need to meet more often.

|  |  |
| --- | --- |
| **Student Assistance Team**  **Ground Rules**  There must be 5 members present to hold a meeting  🟋  We listen while others talk  🟋  What is said at the meeting stays within the team  🟋  Everyone participates  🟋  We stick to the agenda and the timelines  🟋  We make the referring teacher feel welcome and important |  |

Rev. 2010