



APS MLSS/SAT EOY Guidelines



Guideline	Who	When
Complete the Principal Section of MLSS SAT Referral Checklist and Meeting Summary. Change the status of form from Pending to Accepted. All parent requests should have a completed MLSS Parent Requests for Evaluation form (except for Initial Gifted referral).	Principal	By 5/16/25
Verify all MLSS SAT Referral Checklist and Meeting Summary, MLSS Parent Request, and MLSS PWNs are in Accepted status and PWNs are uploaded to Synergy Electronic Cum Tab. All Parent Requests must be scheduled and held by May 29, 2025. Any meetings held 05/27-05/29 this will need to be completed by 05/29/25.	SAT Chair	By 5/26/25
Clean Up MLSS Layer 3 Speech and Language Results/Intervention forms APS MLSS Guide on How to Run the MLSS Layer 3 Speech and Language Results/Intervention Report	SLP	By 5/16/25
Clean Up MLSS Layer 3 Speech and Language Results/Intervention forms and verify MLSS Layer 3 Plan has been created for EOY referrals. 2024-2025 EOY Incomplete Speech and Language Referral	SAT Chair	By 5/29/25
Clean Up Remaining MLSS Request for Support forms which are in Pending status. Email dadey_h@aps.edu and your Admin. to confirm NO RFS are in "Pending" status. This is required for EOY checkout for SAT Chairs	SAT Chair	By 5/26/25
Close MLSS Layer 3 Plans (SIS will close MLSS Layer 2 Plans) Email dadey_h@aps.edu and your Admin. to confirm all Layer 3 Plans closed. This is required for EOY checkout for SAT Chairs by 05/26/2025	Teachers	By 5/16/25
Verify all MLSS Layer 3 Plans are closed and marked for "Plan Continuation" APS MLSS Guide on How to Continue an MLSS Plan/CICO Plan for Students who Move within APS	SAT Chair	By 5/29/25
Continuation of CICO Plans APS MLSS Guide on How to Continue an MLSS Plan/CICO Plan for Students who Move within APS	SAT Chair	By 5/29/25
For any school request referrals that have not been scheduled, complete the 24-25 School Request SAT Meetings for August 2025 form	SAT Chair	By 5/29/25
All MLSS Layer 3 Nursing Summary requests must be completed.	Nurse	By 5/23/25
LAST DAY TO SCHEDULE SAT MEETING WITH RELAY DIAG	SAT Chair	By 05/29/2025



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Cleaning Up SAT Meetings/Parent Request/PWNs Report

- 1) Principals need to verify they have no outstanding parent request (except for Initial Gifted referral) that does not have a MLSS Parent Request for Evaluation form. All MLSS Parent Request for Evaluation forms should be completed by 05/16/25, unless a new request comes in by 05/29/2025.
- 2) Principals need to complete the Principal Section of the MLSS SAT Referral Checklist and Meeting Summary Form and change the **Status** to “Accepted.” For EOY of the SAT Meeting(s) Clean Up.
- 3) SAT Chairs:
 - a. Follow Synergy How to Guide on “[APS MLSS EOY Guide on How to Verify PWNs were Completed during SAT Meetings](#)”.
 - b. Using the MLSS-1415 Synergy report, SAT Chairs need to compare their SAT meeting calendar to verify all students who had a SAT meeting are on the report.
 - i. If they are not, then either create or accept the MLSS SAT Referral Checklist and Meeting Summary Form and/or PWN.
 - ii. All PWNs need to be uploaded to the Electronic Cumm. Document tab within Synergy. ([APS MLSS Guide on How to Upload Prior Written Notice into Electronic Cum/Documents Tab](#))

Cleaning Up MLSS Layer 3 Speech and Language Referrals

1. SLPs please refer to “[APS MLSS Guide on How to Run the MLSS Layer 3 Speech and Language Results/Intervention](#)”
 - For any Pending “MLSS Layer 3 Speech and/or Language Interventions/Results” form, where the screener was not administered by 5/16/25, complete the following steps:
 - Change the form **Status** to Accepted
 - In the **Reviewer Notes** type “Incomplete, Screener Needed”
 - Click **Submit**.
 - Add the student to the [2024-2025 EOY Incomplete Speech and Language Referrals](#) form.



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2. SAT Chairs please refer to [“APS MLSS Guide on How to Run the MLSS Layer 3 Speech and Language Results/Intervention”](#)
 - a. For any Returned or Pending “MLSS Layer 3 Speech and/or Language Interventions/Results” form, where the SLP documented the student failed the screener(s) and needs interventions, complete the following steps:
 - Change the form **Status** to Accepted
 - In the **Reviewer Notes** type “Incomplete, MLSS Plan Needed”
 - Click **Submit**
 - Add the student to [2024-2025 EOY Incomplete Speech and Language Referrals](#) form.
 - b. ALL Returned forms that have Reviewer Notes of “DNQ”, change **Status** to “Finalized”.

Cleaning up MLSS Layer 3 Nursing Forms

- 1) Nurses will complete all requests for a MLSS Layer 3 Nursing Summary form by 05/23/2025.

Cleaning up Remainder MLSS Pending Forms

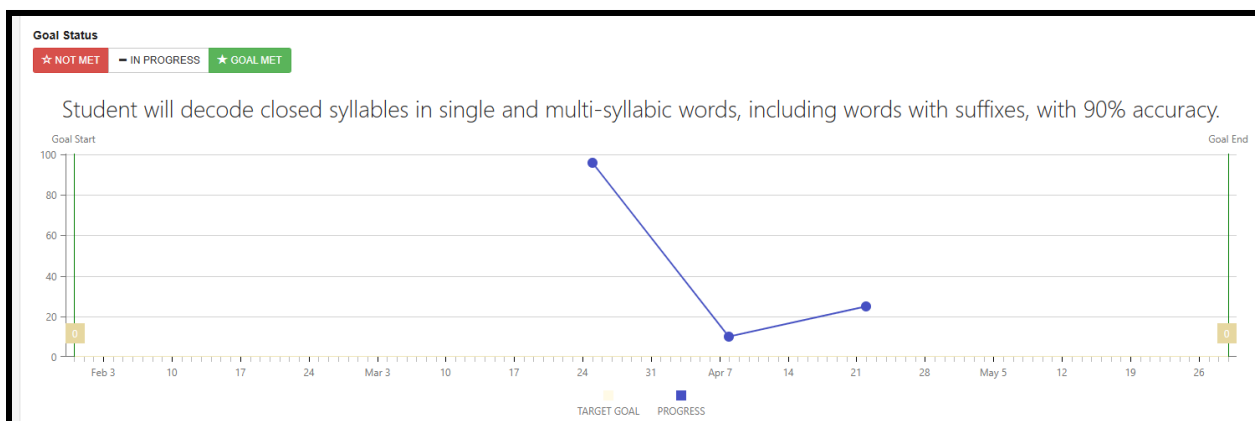
- 1) SAT Chair needs to make sure all forms are in “**Pending**” status are changed to “**Accepted**” status ([APS MLSS Guide on How to Identify “Pending” Request for Support Forms](#)) except for:
 - a. If the MLSS Layer 3 Speech and Language Result/Intervention form has “**DNQ**” in the Reviewer Notes then select “**Finalized**” under status.
- 2) **Email dadey_h@aps.edu and your Admin. to confirm NO RFS are in “Pending” status. This is required for EOY checkout for SAT Chairs no later than 05/26/2025.**

EOY Plan Procedures

- 1) Classroom Teachers: [Closing MLSS Plans EOY](#)
 - a. All MLSS Layer 3 Plans need to be closed by 05/16/2025 (Ignore “COPIED” Plans)
 - b. Update all progress monitoring data in the “Progress Monitoring” tab



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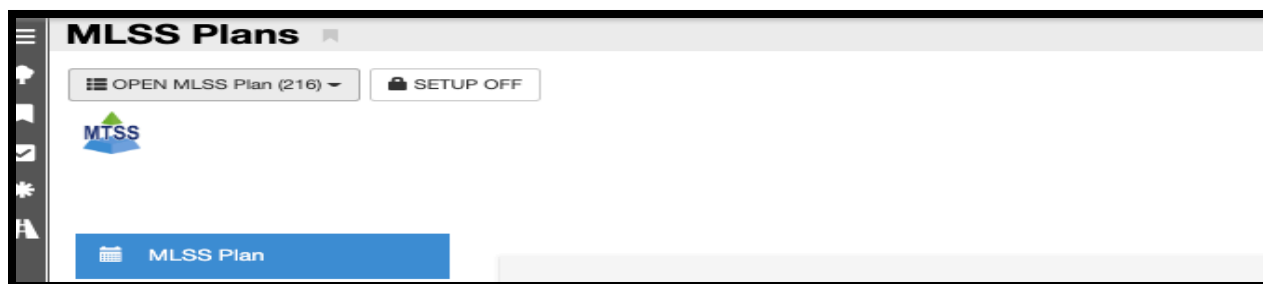
- On the “Progress Monitor” tab under “Goal Status”, click on either “Not Met” or “Goal Met”
- On the “Plan Outcome” tab under “Intervention Outcome” select “Goal Met” or “Goal not Met”.
- On the “Outcome Action” select, “EOY Maintain” or “Exit Current MLSS Plan” or “SP.ED. Placement”.
 - EOY Maintain** means the student needs to continue intervention for the next school year.
 - Exit** means the student is performing at grade level and support can be given at another MLSS layer.
 - SPED Placement** means the student was referred for evaluation, a MET meeting was held, a SPED determination was made, and the student was placed within identified services.
- Click on “Record Outcome” to close the plan.

2) SAT Chairs

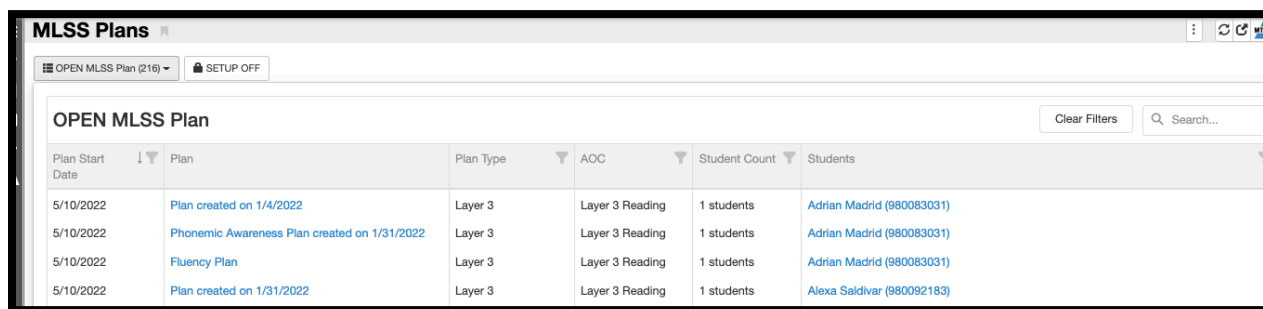
- By the end of 05/26/2025, the following must be done to move plans from one year to another.
 - Verify classroom teachers have closed all MLSS Layer 3 Plans for all Areas of Concern except Attendance. This information is found on the “MLSS Plans” screen, Click on “Open MLSS Plan”
 - Email dadey_h@aps.edu and your Admin. to confirm all Layer 3 Plans closed. This is required for EOY checkout for SAT Chairs by 05/26/2025



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The number in the parenthesis will indicate how many plans are still open.



Plan Start Date	Plan	Plan Type	AOC	Student Count	Students
5/10/2022	Plan created on 1/4/2022	Layer 3	Layer 3 Reading	1 students	Adrian Madrid (980083031)
5/10/2022	Phonemic Awareness Plan created on 1/31/2022	Layer 3	Layer 3 Reading	1 students	Adrian Madrid (980083031)
5/10/2022	Fluency Plan	Layer 3	Layer 3 Reading	1 students	Adrian Madrid (980083031)
5/10/2022	Plan created on 1/31/2022	Layer 3	Layer 3 Reading	1 students	Alexa Saldivar (980092183)

Please ignore the “COPIED” plans, SIS will manage those plans.

- iii. Follow [“APS MLSS Guide on How to Continue a Plan for Students who Move within APS”](#). This must be done on the last day of school. (Please don’t forget to use the select ALL button, which makes it simple and fast).

EOY CICO Plan(s) Procedures

- 1) SAT Chairs need to continue the CICO Plans for next year. You will complete this on 05/29/2025. This has to be completed for the CICO to be available for next year’s teacher. Please follow the [“APS MLSS Guide on How to Continue an MLSS Plan/CICO Plan for Students who Move within APS”](#).

Students who have completed files and/or Parent Requests but no open Relay Diags. meetings.

- 1) All Parent Requests must have a SAT meeting by **05/29/2025**, please email Lisa Oliphant for a time slot
- 2) If it is a Teacher Referral that is **100% complete** please add the student to [24-25 School Request SAT Meetings for August 2025](#) form.