



APS MLSS and SAT Responsibilities by Role and Area of Concern

Academic Concerns

Who is Responsible:

Teacher(T), Interventionist(I), SAT Chair(S), Admin(A), Health & Wellness(H), Nurse(N), SLP

MLSS Requirements	Reading	Writing	Math
MLSS Layer 2/3 Plans (Layer 3 – 6 weeks with 3 data points. ES 90-120 mins a week. Secondary 60-120 mins a week.) APS MLSS Guide on How to Create/Access an MLSS Plan for Academics How to Build a MLSS Plan Video	T or I	T or I	T or I
MLSS Layer 3 Speech and/or Language Screening Results/Interventions (Complete if Language is affecting academics or if K/1 st grade 1 st semester student.)	T, SLP T completes and emails SLP. SLP finishes form and emails T. T builds MLSS Layer 3 Plans with SLPs recorded interventions.	T, SLP T completes and emails SLP. SLP finishes form and emails T. T builds MLSS Layer 3 Plans with SLPs recorded interventions.	T, SLP T completes and emails SLP. SLP finishes form and emails T. T builds MLSS Layer 3 Plans with SLPs recorded interventions.
SAT Requirements (Complete only if child needs a SAT meeting)	Reading	Writing	Math
MLSS Layer 3 Dyslexia Characteristics Checklist	T	T	N/A
MLSS Layer 3 Student Observation	T	T	T
MLSS Nursing Summary	S (Emails request) N (Completes)	S (Emails request) N (Completes)	S (Emails request) N (Completes)
MLSS SAT Referral Checklist and Meeting Summary APS MLSS Guide on How to Complete the Principal Section of the MLSS Layer 3 SAT Meeting Summary Form APS MLSS Guide on How to Access Parent Letters/Survey/Interview from Admin View	S, A, Relay Diag, T	S, A, Relay Diag., T	S, A, Relay Diag., T
MLSS Layer 3 Prior Written Notice (Upload copy to Electronic/Cumm. Doc tab. Change Category to SAT PWN) APS MLSS Guide on How to Upload Prior Written Notice into Electronic Cum/Documents Tab in Synergy	S	S	S
MLSS Layer 3 Considerations for English Learners (The Parent/Guardian Interview needs to be completed prior to completing the form.) MLSS SAT Parent/Guardian Survey or Interview Forms	T if “E” in Synergy	T if “E” in Synergy	T if “E” in Synergy



APS MLSS and SAT Responsibilities by Role and Area of Concern

Behavior Concerns

Who is Responsible:

Teacher(T), Interventionist(I), SAT Chair(S), Admin(A), Health & Wellness(H), Nurse(N), SLP

MLSS Requirements	Behavior
One Week of Behavior Points (5 days of both positive/negative behavior by all teachers prior to FBA/BIP meeting) APS MLSS Guide on How to Complete Behavior Referral	One Week of Behavior Points (5 days of both positive/negative behavior by all teachers prior to FBA/BIP meeting) APS MLSS Guide on How to Complete Behavior Referral
MLSS Layer 2 CICO Plan (Optional) (Not required to move to FBA/BIP) APS MLSS Guide on How to Complete Behavior Referral	MLSS Layer 2 CICO Plan (Not required to move to FBA/BIP) APS MLSS Guide on How to Complete Behavior Referral
MLSS Layer 3 FBA/BIP (FBA/BIP needs to be completed during the FBA/BIP meeting with the SAT Team. Parents should be invited but don't have to be present. No Relay Diag.) APS MLSS Guide on How to Complete Behavior Referral	S (Helps creates in FBA/BIP meeting) T (Implements)
MLSS Layer 3 BIP CICO (6 weeks – Data should be collected where the behavior is occurring) APS MLSS Guide on How to Create a BIP CICO	S (Creates in FBA/BIP meeting) T (Tracks the number of times the “problem behavior” occurs daily)
SAT Requirements (Complete only if child needs a SAT meeting)	Behavior
Refer Student for Health and Wellness Meeting	T (refers), H&W (provides date of meeting)
MLSS Layer 3 Student Observation	T
MLSS Nursing Summary	S (Emails request) N (Completes)
MLSS SAT Referral Checklist and Meeting Summary APS MLSS Guide on How to Complete the Principal Section of the MLSS Layer 3 SAT Meeting Summary Form APS MLSS Guide on How to Access Parent Letters/Survey/Interview from Admin View	S, A (Admin must complete the Principal Section after the SAT meeting.), T, and Relay Diag.
MLSS Layer 3 Prior Written Notice (Upload copy to Electronic/Cumm. Doc tab. Change Category to SAT PWN) APS MLSS Guide on How to Upload Prior Written Notice into Electronic Cum/Documents Tab in Synergy	S
MLSS Layer 3 Considerations for English Learners (The Parent/Guardian Interview needs to be completed prior to completing the form.) MLSS SAT Parent/Guardian Survey or Interview Forms	T if “E” in Synergy
MLSS Layer 3 Speech and/or Language Screening Results/Interventions (Complete if Language is affecting academics or if K/1 st grade 1 st semester student.) If a student fails Language screener then 6 weeks of intervention should be provided through a MLSS Language Layer 3 plan.	T, SLP T completes and emails SLP. SLP finishes form and emails T. T builds MLSS Layer 3 Plans with SLPs recorded interventions.



APS MLSS and SAT Responsibilities by Role and Area of Concern

Speech (ONLY) Concerns

Who is Responsible:

Teacher(T), Interventionist(I), SAT Chair(S), Admin(A), Health & Wellness(H), Nurse(N), SLP

MLSS Requirements	Speech
MLSS Layer 3 Speech and/or Language Screening Results/Interventions (Speech can be a stand-alone referral, and parental consent must be obtained for screener)	T, SLP T completes and emails SLP. SLP finishes form and emails T. T builds MLSS Layer 3 Plans with SLPs recorded interventions.
MLSS Layer 3 Speech Plan (Severe Speech Referral 2 weeks of intervention prior to SAT meeting.) APS MLSS Guide on How to Create/Access an MLSS Plan for Academics How to Build a MLSS Plan Video	T (Teacher will use intervention(s) provided by SLP to create MLSS Speech goal)
SAT Requirements (Complete only if child needs a SAT meeting)	Speech
MLSS Nursing Summary	S (Emails request) N (Completes)
MLSS SAT Referral Checklist and Meeting Summary APS MLSS Guide on How to Complete the Principal Section of the MLSS Layer 3 SAT Meeting Summary Form APS MLSS Guide on How to Access Parent Letters/Survey/Interview from Admin. View	S, A, Relay Diag. and T
MLSS Layer 3 Considerations for English Learners (The Parent/Guardian Interview needs to be completed prior to completing the form.) MLSS SAT Parent/Guardian Survey or Interview Forms	T if “E” in Synergy



APS MLSS and SAT Responsibilities by Role and Area of Concern

Language Concerns - Language has to be attached to either Academics or Behavior. You can have a academic and behavior referral with Language attached to both

Who is Responsible: Teacher(T), Interventionist(I), SAT Chair(S), Admin(A), Health & Wellness(H), Nurse(N), SLP

MLSS Requirements	Language	Academics	Behavior
MLSS Layer 3 Speech and/or Language Screening Results/Interventions (Complete if Language is affecting academics or if K/1 st grade 1 st semester student.)	T, SLP	N/A	N/A
MLSS Layer 2/3 Plans (Layer 3 – 6 weeks with 3 data points. ES 90-120 mins a week. Secondary 60-120 mins a week.) A MLSS Language Plan should be using SLP recommended interventions as the intervention goal. APS MLSS Guide on How to Create/Access an MLSS Plan for Academics How to Build a MLSS Plan Video	T	T	N/A
One Week of Behavior Points (5 days of both positive/negative behavior by all teachers prior to FBA/BIP meeting) APS MLSS Guide on How to Complete Behavior Referral	N/A	N/A	T and/or All Staff
MLSS Layer 2 CICO Plan (optional) (Not required to move to FBA/BIP) APS MLSS Guide on How to Complete Behavior Referral	N/A	N/A	T
MLSS Layer 3 FBA/BIP (FBA/BIP needs to be completed during the FBA/BIP meeting with the SAT Team. Parents should be invited but don't have to be present. No Relay Diag.) APS MLSS Guide on How to Complete Behavior Referral	N/A	N/A	S (Helps creates in FBA/BIP meeting) T (Implements)
MLSS Layer 3 BIP CICO (6 weeks – Data should be collected where the behavior is occurring) APS MLSS Guide on How to Create a BIP CICO	N/A	N/A	S (Creates in FBA/BIP meeting) T (Tracks the number of times the “problem behavior” occurs daily)
SAT Requirements (Complete only if child needs a SAT meeting)	Language	Academics	Behavior
Refer Student for Health and Wellness Meeting	N/A	N/A	T (refers), H&W (provides date of meeting)
MLSS Layer 3 Dyslexia Characteristics Checklist	T	T	N/A
MLSS Layer 3 Student Observation	N/A	T	T
MLSS Nursing Summary	S (Request) N (Completes)	S (Request) N (Completes)	S (Request) N (Completes)
MLSS SAT Referral Checklist and Meeting Summary APS MLSS Guide on How to Complete the Principal Section of the MLSS Layer 3 SAT Meeting Summary Form APS MLSS Guide on How to Access Parent Letters/Survey/Interview from Admin View	S, A, T, Relay Diag.	S, A, T, Relay Diag.	S, A, T, Relay Diag.
MLSS Layer 3 Prior Written Notice (Upload copy to Electronic/Cumm. Doc tab. Change Category to SAT PWN) APS MLSS Guide on How to Upload Prior Written Notice into Electronic Cumm/Documents Tab in Synergy	S	S	S
MLSS Layer 3 Considerations for English Learners (The Parent/Guardian Interview needs to be completed prior to completing the form.) MLSS SAT Parent/Guardian Survey or Interview Forms	T if “E” in Synergy	T if “E” in Synergy	T if “E” in Synergy



APS MLSS and SAT Responsibilities by Role and Area of Concern

Parent Request Referral for Academics, Speech, Language and/or Behavior

Who is Responsible:

Teacher(T), Interventionist(I), SAT Chair(S), Admin(A), Health & Wellness(H), Nurse(N), SLP

MLSS Requirements	To be Completed Prior to SAT Meeting	To be Completed After SAT Meeting	
MLSS Parent Request for Evaluation Form APS MLSS Guide on How to Complete Parent Request Referral (For Admins)	A (Admin needs to meet either in person or virtually to determine area of concerns. Emails SAT to inform of parent request)	N/A	
MLSS Layer 2/3 Plans A MLSS Language Plan should be completed using SLP recommended interventions. APS MLSS Guide on How to Create/Access an MLSS Plan for Academics How to Build a MLSS Plan Video	T (Builds MLSS Plans)	T (3 progress monitoring data points)	
MLSS Layer 3 Considerations for English Learners (The Parent/Guardian Interview needs to be completed prior to completing the form.) MLSS SAT Parent/Guardian Survey or Interview Forms	T if "E" in Synergy	N/A	
MLSS Layer 3 Speech and/or Language Screening Results/Interventions (Complete if Language is affecting academics or if K/1 st grade 1 st semester student.) APS MLSS Guide on How to Create/Access an MLSS Plan for Academics How to Build a MLSS Plan Video	T (Build MLSS Plans) SLP (Screens and provides intervention) T completes and emails SLP. SLP finishes form and emails T. T builds MLSS Layer 3 Plans with SLPs recorded interventions.	T (3 progress monitoring data points)	
MLSS Layer 3 Speech Plan APS MLSS Guide on How to Create/Access an MLSS Plan for Academics How to Build a MLSS Plan Video	T (Teacher will use intervention(s) provided by SLP to create MLSS Speech goal)	T (3 progress monitoring data points)	
One Week of Behavior Points (5 days of both positive/negative behavior by all teachers prior to FBA/BIP meeting) APS MLSS Guide on How to Complete Behavior Referral	T	N/A	
MLSS Layer 2 CICO Plan (Not required to move to FBA/BIP) APS MLSS Guide on How to Complete Behavior Referral	N/A	N/A	T
MLSS Layer 3 FBA/BIP (FBA/BIP needs to be completed during the FBA/BIP meeting with the SAT Team. Parents should be invited but don't have to be present. No Relay Diag.) APS MLSS Guide on How to Complete Behavior Referral	S (FBA/BIP meeting ten days after parent request.)	N/A	
MLSS Layer 3 BIP CICO (6 weeks – Data should be collected where the behavior is occurring) APS MLSS Guide on How to Create a BIP CICO	S (BIP CICO built during FBA/BIP meeting)	T (daily progress monitoring for 6 weeks)	
MLSS Nursing Summary	S (Emails request)	N (Completes)	
MLSS SAT Referral Checklist and Meeting Summary APS MLSS Guide on How to Complete the Principal Section of the MLSS Layer 3 SAT Meeting Summary Form APS MLSS Guide on How to Access Parent Letters/Survey/Interview from Admin View	S, T	S, A , Relay Diag.	
MLSS Layer 3 Prior Written Notice (Upload copy to Electronic/Cumm. Doc tab. Change Category to SAT PWN) APS MLSS Guide on How to Upload Prior Written Notice into Electronic Cum/Documents Tab in Synergy	N/A	S	