

**SSS Process/Procedure and Checklist**  
Special Education SSS Process and Procedure

**Prior to SSS Meeting: THIS NEEDS TO BE DONE at LEAST 1 WEEK PRIOR TO SSS MEETING**

- Identified Student List: Students in need of a SSS Plan & Meeting (Provided by SSS Coordinator and teacher referrals)
- Verify Need for SSS Meeting; SSS [Student Qualifications](#)
- [The Six Minute Student Success Rapid Review](#)
  - If it is determined that an SSS Plan is not needed please document in SYNERGY that a review of student's Attendance, Behavior and Course Performance has been completed and an SSS Plan is not needed at this time.
  - If it is determined that an SSS Plan is needed please continue to continue.
    - If a student needs translation services please complete [Translation Service Request Form](#) Now (this needs to be completed at least 10 days prior to SSS Meeting)
- Fill out Student Data from Synergy
- Involve all necessary parties:
  - Parent(s)/Guardian(s):** Call parent(s)/guardian(s) to set up an SSS Mtg. Email [SSS Mtg Invite](#) to parent(s)/guardian(s).
  - Teacher(s)**
    - Collect Student Data: Send Classroom Progress Report to ALL of the students teachers: [Classroom Progress Report](#) (Make a copy, add student name and ID# to the title & share the link with ALL of the students Teachers) \* this needs to be sent a week prior to the EWI Meeting\*
  - Send a calendar invite with Google Meet link to the student, guardian(s), and teachers.**

**DAY OF MEETING**

- Collect all Necessary Materials; Classroom Progress Reports & any Other Important Information
- Student Pass/ Schedule to pull out student
- Remember to set up a follow up meeting.

**If the student is in immediate danger or crisis, follow protocol and contact the counselor immediately.**

**AFTER MEETING**

- Email teachers to notify them of the SSS plan (Parents will automatically get a copy)
- Schedule Student Check In Mtgs
- When the team decides a student no longer needs to be on SSS please fill out the [TMS Student Exit Survey w/ the student present](#)**

