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 Triage
    - [ ] 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 for each student & share the link with ALL of the students Teachers)* ==* this needs to be sent a week prior to the EWI Meeting*==
    - [ ] **Send Calendar Invite with Google Meet Link to; Student, Guardian & 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 at any point it is determined that the student is in immediate danger or crisis please follow the appropriate protocol.

Click here for Protocol & Resources

AFTER MEETING

- [ ] Email teachers to notify them of an MLSS plan*Parents if requested*
- [ ] Schedule Student Check In Mtgs
- [ ] Add student Name to Students with an *MLSS/SSS Plan Document*
  This document is for data purposes
- [ ] ***When the team decides a student no longer needs to be on SSS please fill out the*** *Student Exit Survey w/ the student present*