

AHSTW SAT* Process

*Student Assistance Team

SAT TEAM may consist of: School Counselor, Principal, Instructional Coach, Grade level/Content area teacher, Grade level Title teacher, Grade level SpEd teacher, AEA Special Education Representative (as necessary), and/or Specials Teachers

1. Classroom teacher notifies parents, implements interventions, and collects data in area(s) of concern for at least 6-8 weeks

(If you need assistance in finding an appropriate intervention, and/or recommended intensity or duration for the intervention, please consult with one of the members of the SAT team.)

2. Teacher requests assistance from the SAT Team- the “SAT Referral Form” is found under Staff Resources on the district website. SAT Referral Forms are divided by building levels. (An example is below.)

Date of Referral	
Student Name	
Person Referring Student	
Student Grade	
Teacher Name	
Dates Available for Meeting	
Areas of Concern in Literacy	
Areas of Concern in Math	
Areas of Concern in Behavior	
Interventions tried	
Most Recent Fast Literacy Results	
Class Average FAST Literacy	
Most Recent Fast Math Results	
Class Average FAST Math	
Any Other Relevant Data	
Questions for the SAT Team	

3. **SAT Meeting - Teacher shares data with team; team brainstorms further interventions and supports.** Interventions will be specific (in content, in intensity, and in identifying the person responsible for delivering the intervention) and measurable, and progress will be shared at the next SAT meeting with the team to determine further decisions and actions.
4. **Family Communication-** Classroom teacher (or designee) contacts the student's family to share data, inform them of interventions beginning, and provide input for home/school support.
5. **Follow-up meetings-** scheduled every 4 - 6 weeks until the area of concern is remedied or Tier 3 services are initiated. *Teacher notifies parents of student progress prior to follow-up meeting. (Parents may attend meetings if they request to do so.)

SAT Follow Up Meeting Form

Classroom teachers fill out as much of this sheet as possible and share it at least 24 hours prior to the meeting.

Student name:	
Start day for Interventions:	
Intervention progress monitoring update:	
Is the intervention implemented with fidelity? • Name of intervention • Frequency of implementation • Duration (in minutes) • Group size	
What is working well?	
What isn't working?	
What additional questions do you have?	
We will answer the following questions as a team at our meeting:	
Intervention changes or modifications?	
Next Meeting:	