

Fall Conferences – READ SSP Checklist

- 1) Complete SSP – READ area of support
 - a. Make sure progress monitoring is updated and indicate if the intervention is working
 - b. Follow the directions on the sample plan for October conferences
- 2) Open a Plan Review Form – Name of Form should be the date of the meeting with family:
“October 17, 2024”
 - a. Follow the directions on the sample Plan Review Form
- 3) Print out the updated SSP (2 Copies) and the Plan Review Form
- 4) Use the Fall Conference Talking Points guide to prepare for the conversation
- 5) During the conference, record handwritten notes on the Plan Review Form
- 6) All participants sign the Plan Review Form
- 7) Family takes a copy of the SSP home
- 8) Make a copy of the signed Plan Review Form for all participants – send home a copy of the signed page
- 9) Add the updated SSP and the original signed Plan Review Form to the student’s Cum File