

# REQUEST FOR STUDENT STUDY TEAM MEETING

Date Referral Received: \_\_\_\_\_

Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade \_\_\_\_\_

Strengths: \_\_\_\_\_

Describe your specific academic and non-academic concerns regarding this student: \_\_\_\_\_

\_\_\_\_\_

When did you meet with the parent to discuss your concerns? date \_\_\_\_\_ (Method)

Results of parent contact: \_\_\_\_\_

\_\_\_\_\_

Student Conference with Counselor Held on: \_\_\_\_\_ (date)

## **ACCOMMODATIONS OF REGULAR PROGRAM AND/OR OTHER ALTERNATIVES**

**BEHAVIOR:** *(Please list specific interventions – e.g., preferential seating, personal conferences, reinforced appropriate behaviors)*

\_\_\_\_\_

**ACADEMIC:** *(e.g., shortened assignments, referral to tutorial, pre-teaching of vocabulary)*

\_\_\_\_\_

**OTHER:** *(e.g., consulted with Instructional Coach/SAI, administrator)*

\_\_\_\_\_

**[For English Learners] Person Interviewed** \_\_\_\_\_

Peer comparison: a) How is pupil significantly different from others of similar educational, cultural, or linguistic background? b) Delays in common childhood tasks? \_\_\_\_\_

\_\_\_\_\_

Sibling comparison: How does child's progress compare to that of siblings (academically, linguistically, socially)?

\_\_\_\_\_

Are there any cultural or environmental factors which may affect learning? \_\_\_\_\_

\_\_\_\_\_

Describe any significant family changes (moving, deaths) that have occurred during the child's lifetime:

\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Course: \_\_\_\_\_

**Please be sure to bring with you to SST:**

- a) notes from observations, conferences;**
- b) notes on behavioral incidents, including description and frequency;**
- c) current program/intervention notes;**
- d) work samples;**
- e) classroom based test scores, and**
- f) any other pertinent information**



**--- Counselor Will Bring to SST ---**

**DATA FOR SST**

- Stu Screen    Attendance    Discipline    Test Scores    Health/Med  
 Counseling Screen    Transcript    Intervention    Language Page

Cum Review (Enter into Counseling Screen)

Past Concerns:

Academic History/Schools Attended:

Standardized Test Results:

Medical/SST/Special Education/SART/SARB:

Comments:



\_\_\_\_\_ (date)

Dear Parents/Guardians:

We know students are most successful when there is a cooperative effort between parents and school personnel. In a spirit of shared responsibility, the Student Study Team meets at school, exploring and problem solving, in order to help students. Parents and students are an important part of this team.

**What is the Student Study Team?** The Student Study Team (SST) is a process of regular education. The team reviews individual student's concerns and plans ways of handling those concerns in the regular classroom.

**How is a student selected to be discussed at the SST?** Usually the classroom teacher (or other staff member) indicates that the student's learning and/or emotional needs are not being adequately met under existing circumstances. Parents may also request an SST if they have a concern.

**Will anything have been done to help a child before the SST?** Yes, usually the teacher has already made some modifications in the classroom. Then, the principal and teacher meet to review the student's progress and make additional modifications as necessary.

**What does "program accommodation" mean?** Program accommodations are measures taken to accommodate special needs. Some examples of accommodations are:

- change of seating
- visual/auditory aids
- school-based tutorial
- course changes/addition of intervention courses
- notebooks for assignments

**How many people will be at the SST?** The team will always include parents, classroom teachers, and other school staff to review the student's needs.

**Are there any other staff members who might be present?** Other staff who might be present are: Resource Specialist, Psychologist, Speech and Language Specialist, School Nurse, Counselor, and other specialists.

We look forward to meeting with you to develop a program that will meet the needs of your child.

**Our SST meeting for:** \_\_\_\_\_ **will be held:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Principal

Parent (English version)



\_\_\_\_\_ (fecha)

Estimados Padres/Tutores:

Todos sabemos que los estudiantes tienen más éxito en la escuela cuando hay un esfuerzo de cooperación entre los padres y el personal escolar. En el espíritu de compartir la responsabilidad de la educación, tenemos un equipo de maestros que se reúnen a estudiar los problemas de aprendizaje y a buscar soluciones para ayudar a los estudiantes. A este equipo lo llamamos Student Study Team (SST). Los padres y estudiantes son muy importantes en este estudio.

**¿Qué es el Student Study Team?** El Student Study Team (SST) es un proceso de educación regular. El equipo revisa las necesidades personales del estudiante y planea maneras de tratar estas preocupaciones. El equipo estudia soluciones que se pueden aplicar en la clase regular.

**¿Cómo se seleccionan los estudiantes para discutir su caso en el SST?** Generalmente los estudiantes son referidos por su maestro (u otro miembro del personal) cuando se considera que el estudiante no está alcanzando el nivel adecuado de aprendizaje o desarrollo emocional en las circunstancias normales. Los padres también pueden pedir un estudio de SST si tienen alguna preocupación acerca de su estudiante.

**¿Se ha hecho algo para ayudar al estudiante antes del SST?** Sí, antes de llamar a esta junta de maestros, se han hecho algunos cambios apropiados para resolver el problema en la clase del estudiante. Entonces, el director y el maestro se han reunido para revisar los progresos del estudiante y modificar el programa según se necesite.

**¿Qué significa “acomodamientos del programa”?** Acomodamientos del programa significa tomar algunas medidas para acomodarse a las necesidades especiales del alumno; por ejemplo:

- cambio de asiento
- uso de materiales auditivos o visuales
- instrucción suplementaria escolar
- cambio de clases/clases adicionales de intervención
- uso de cuadernos para tareas

**¿Cuántas personas estarán en la reunión de SST?** El equipo siempre incluirá a los padres del estudiante, los maestros de sus clases, y otro personal escolar para revisar las necesidades del estudiante.

**¿Habrá otras personas que estarán presentes?** Otras personas que podrán estar presentes son: Maestro de Recursos, Psicólogo, Especialista del Habla y Lenguaje, Enfermera Escolar, Consejero, y otros especialistas.

Esperamos reunirnos con usted para desarrollar un programa que este de acuerdo con las necesidades de su estudiante.

**Nuestro SST para:** \_\_\_\_\_ **será:** \_\_\_\_\_

**Fecha:** \_\_\_\_\_ **Hora:** \_\_\_\_\_

**Lugar:** \_\_\_\_\_

Sinceramente,

\_\_\_\_\_  
Maestro

\_\_\_\_\_  
Director

Parent (Spanish version)



# SST SUMMARY FORM

Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_ School: \_\_\_\_\_ Grade \_\_\_\_\_

Counselor: \_\_\_\_\_ Date of Initial SST: \_\_\_\_\_

Primary Language \_\_\_\_\_

<b>STRENGTHS</b>			
<b>CONCERNS (prioritize)</b>			
<b>NEW INFORMATION</b>			
<b>STRATEGIES (brainstorm)</b>			
<b>ACTIONS (prioritize)</b>		<b>Who</b>	<b>When</b>

**Follow Up Date** \_\_\_\_\_ **Invite:** \_\_\_\_\_

**Team Members' Signature and Position:**

*Parent* \_\_\_\_\_

*Student* \_\_\_\_\_

*Administrator* \_\_\_\_\_

*Referring Teacher* \_\_\_\_\_



# SST FOLLOW-UP FORM

Today's Date \_\_\_\_\_

Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Counselor: \_\_\_\_\_ Date of Initial SST: \_\_\_\_\_

Primary Language \_\_\_\_\_

<b>NEW INFORMATION</b>			
<b>PREVIOUS ACTIONS</b>			
<b>OUTCOMES</b>			
<b>NEW ACTIONS</b>		<b>ACTIONS Who</b>	<b>ACTIONS When</b>

**Follow Up Date** \_\_\_\_\_ **Invite:** \_\_\_\_\_

**Team Members' Signature and Position:**

*Parent* \_\_\_\_\_

*Student* \_\_\_\_\_

*Administrator* \_\_\_\_\_

*Referring Teacher* \_\_\_\_\_