

SST

(Student Success Team) Referral Process



1

Request an SST

Students are referred to the SST process once all the classroom interventions and/or strategies have been exhausted by the teacher **AND** supporting evidence (data that shows a pattern over time), clearly justifies the need for more intensive support academically or behaviorally.

2

The school psychologist opens the case by documenting the request and collaborating with the referring staff member(s) and an SST summary form is given to staff involved.

3

The referring staff member(s) complete the SST summary form and return this form to the school psychologist.

4

SST Meeting Scheduled

The school psychologist invites parents (through parent letter) and all relevant staff members to an SST meeting.

5

SST Meeting

- The team (consisting of parents and staff):
1. Clearly states the strengths of and concerns for the student
 2. Compares the student's progress to benchmarks or classroom norms
 3. Determines appropriate interventions
 4. Selects progress monitoring tools

6

A **plan** is written that includes a research based intervention that directly aligns with the area of concern. The intervention is implemented with fidelity. Benchmark data and weekly progress monitoring will be collected.

7

SST Follow Up Meeting

The full SST team reconvenes in a designated amount of time (determined by fidelity of the interventions) to determine progress made compared to benchmarks or class norms.

The regular education interventions are appropriate and showing progress. Interventions will continue.

Consideration of Referral for Special Education

Progress monitoring data reveals a lack of progress despite the implementation of valid interventions. A second intervention aligned with the area of need is implemented with fidelity and weekly progress monitoring continues.

Student is referred to the special education program and placement is made/not made based on testing results.

Case Closed

All concerns have been fully resolved as evidenced by data and documentation. No additional interventions are necessary at this time.