



Educational Service Unit 7

## AGENDA for SAT MEETING

\*Should occur within 10 to 15 minutes

### I. WELCOME

- ⇒ Introductions
- ⇒ Explanation of meeting

### II. Announce Time Limit

- ⇒ Assign Time Keeper

### III. Discuss Student's Strengths and Talents

### IV. Summarize Referral Form

- ⇒ Ask if any other issues of importance
- ⇒ Select Target Area of Concern

### V. Review Student Data

- ⇒ Any data the teacher brought regarding the student

### VI. Goals

### VII. Design the Plan

### VIII. How to Progress Monitor

### IX. Assign Responsible Parties

### X. Assign Case manager

### XI. Summarize Meeting

### XII. Set Follow-Up Meeting