



Educational Service Unit 7

### SAT Procedural Checklist

Student: \_\_\_\_\_

School Dist/Attnd. Cntr: \_\_\_\_\_

Completed By: \_\_\_\_\_

**Date**

- 1. Parent contacted regarding concerns \_\_\_\_\_
- 2. Parent input completed \_\_\_\_\_
- 3. Request for student assistance form completed \_\_\_\_\_
- 4. Pre-Referral Forms collected \_\_\_\_\_
- 5. Initial SAT Meeting \_\_\_\_\_
  - a. Parents at meeting or contacted \_\_\_\_\_
  - b. SAT Coordinator Follow Up \_\_\_\_\_
- 6. Follow up SAT meeting \_\_\_\_\_
  - a. Parents at meeting or contacted \_\_\_\_\_
  - b. SAT Coordinator Follow Up \_\_\_\_\_
- 7. Follow up SAT meeting \_\_\_\_\_
  - a. Parents at meeting or contacted \_\_\_\_\_
  - b. SAT Coordinator Follow Up \_\_\_\_\_
- 8. Follow up SAT meeting \_\_\_\_\_
  - a. Parents at meeting or contacted \_\_\_\_\_
  - b. SAT Coordinator Follow Up \_\_\_\_\_
- 9. Student discontinued \_\_\_\_\_
- 10. Student referred for SPED Consideration \_\_\_\_\_
- 11. Student referred for 504 Plan \_\_\_\_\_