



WARREN COUNTY SCHOOLS

School Assistance Team Introductory Letter

Date _____

Dear _____:

The purpose of School Assistance Team is to develop an intervention(s) that will promote improvements in a student's or classroom's behavior and/or academic performance, discuss ways to evaluate whether the intervention is effective, and provide you with resources to conduct and evaluate the intervention(s).

A SAT meeting for _____ has been scheduled to occur on _____ . Prior to the meeting, we ask that you contact the student's parent/guardian to inform them of the meeting and complete documentation on the student, recording at least 2 instructional weeks (prior to the initial meeting). The information that you provide will later help us to establish goals and evaluate the effectiveness of the intervention(s).

Please be prepared to discuss the following things during the meeting:

- the behavior/academic problems for which you are referring the student ;
- the student's academic and social strengths and weaknesses ;
- two or three behaviors or academic areas for which you wish the team to help you develop interventions;
- how often the behaviors occur and/or how long they last (for behavioral referrals);
- when (before or after an event, subject, instruction, type of request/command, time of day) or with whom (teacher/peer) the behavior is more likely to occur ;
- explain interventions that you have already implemented and why they did or did not work ;
- the estimated level that the student can perform academic work independently and the level at which he/she is actually receiving instruction; and
- incentives for which the student may be willing to work .

A SAT member will be assigned to assist you in collecting additional information, such as a classroom observation and/or curriculum based assessment in identified areas of concern. Your case-liaison, _____, should meet with you to discuss your referral and to help you in understanding the SAT process. If your case-liaison is not able to meet with you prior to the meeting, please do your best to complete the information prior to the meeting.

Following the SAT meeting, your case-liaison will meet with you again to insure that you have all the resources necessary to implement and to monitor the effectiveness of the intervention. Please see him/her at anytime that you need additional resources or have found that the intervention is becoming ineffective or has become too difficult to implement.

Sincerely,

Your Building School Assistance Team