

Student Assistance Program (SAP) Best Practices Checklist

Please rate each item using the following scale:

1 = poor

2 = fair/OK

3 = good

4 = excellent

Pre-SAP Meeting

- There is a regular weekly meeting time
- A consistent location is established for the meeting
- There is a referral process in place that uses the Request for Assistance (1.0) form
- Staff is aware of SAP purpose and there is "buy-in"
- Each SAP member is committed to providing follow-up activities
- Agendas are distributed at or prior to the meeting
- There is a designated SAP coordinator/facilitator
- Student referrals are elicited from multiple sources, including review of school-wide data:
 - Teachers/Staff Transition Forms DF/U Lists EWI Students SART List
 - Retention Lists Students Lacking Mandated Health Screenings Foster Youth Services (FYS) Census
- At the beginning of the year, the SAP/SST and Confidentiality form is signed by members who are not SFUSD officials, employees, or contractors

During SAP Meeting

- Team members consistently attend the entire meeting *Please check those that attend:*

<input type="checkbox"/> Administrator	<input type="checkbox"/> Community School Coordinator
<input type="checkbox"/> Attendance Liaison	<input type="checkbox"/> Parent Liaison
<input type="checkbox"/> CBO Representative(s)	<input type="checkbox"/> School Counselor
<input type="checkbox"/> Dean/Head Counselor	<input type="checkbox"/> School District Nurse
<input type="checkbox"/> Elementary/Middle School Advisor	<input type="checkbox"/> School Psychologist
<input type="checkbox"/> ExCEL ASP or Beacon	<input type="checkbox"/> Site Nutrition Coordinator
<input type="checkbox"/> Instruction Reform Facilitator	<input type="checkbox"/> Special Education Representative
<input type="checkbox"/> LSP or Wellness Coordinator	<input type="checkbox"/> Others: _____
- Meetings start and end on time
- There is efficient use of meeting time (e.g. several students are discussed at each meeting, team member discussions remain "on topic")
- There are designated staff who fulfill roles during the meeting (e.g. facilitator, note taker, timekeeper, etc.)
- Action items from previous meeting(s) are reviewed
- Members participate and share their respective knowledge
- Student information is available at the meeting (e.g. cum folder, attendance records)
- The team is able to solve problems and develop action plans for students
- All team members volunteer to, or are assigned to, follow-up on action items
- The team discusses program issues/needs of the site to identify service gaps and develop new programs (e.g. mentoring, tutoring)

Post-SAP Meeting

- Meeting notes are distributed after the meeting
- All Request for Assistance (1.0) Forms, SAP Agendas, and meeting notes are kept by SAP Coordinator/Facilitator in a SAP binder
- Action items are monitored by the SAP coordinator/facilitator and designated case manager
- Action items are completed by assigned/designated team member
- Feedback is provided to the referral source in a timely manner

**Student Assistance Program (SAP)
Best Practices Checklist (continued)**

What are the strengths of your SAP?

What are some improvements that need to be made?

For those schools without a SAP, please list the first steps that you think need to be taken in order to start a team. What will be some of the challenges? Who are other support staff that you need to engage in order to start an effective SAP?
