

Student Success Team (SST) Best Practices Checklist

Pre SST Meeting

- There is a designated person who coordinates the SST process
- There is a referral process in place that uses the Request for Assistance 1.0 form and AP process
- Staff is aware of the SST process and knows the SST Coordinator
- The parent/caregiver receives a meeting notice letter and an SST Parent Brochure in their home language
- A point person is designated to make meeting reminder phone calls
- A system is in place to keep a schedule/calendar of SST meetings
- At the beginning of the year, and at any time for new members, the SFUSD Oath of Confidentiality form is signed by each team member
- The teacher receives the Teacher Preparation Checklist prior to the SST meeting and uses it to prepare for the meeting
- The student receives support to prepare for the SST meeting

During SST Meeting

- Team members are consistent in attending the meeting
Please check those that usually attend
 - Administrator
 - After School Program Coordinator
 - CBO
 - Classroom Teacher(s)
 - Counselor
 - Health Advocate
 - Instructional Reform Facilitator
 - Learning Support Professional
 - Parent/Guardian
 - Parent Liaison
 - Peer Resource Coordinator
 - RSP Teacher
 - School District Nurse
 - School Psychologist
 - Student (if appropriate)
 - Student Advisor
 - Wellness Coordinator
 - Other: _____
- Interpreter/translator is provided (when home language is not English)
- Meetings start and end on time (30 – 60 min. for initial SST, 15-45 min. for follow-up SST)
- The facilitator welcomes the caregiver, introduces the members of the team, and explains the purpose and process of the SST meeting
- There are designated people who fulfill roles during the meeting (e.g. facilitator, recorder, team member, etc.)
- Members participate and share their respective knowledge
- Student information is available at the meeting (e.g. cum folder, work samples, test data)
- First Meeting Summary Form 2.0 or Summary Form for Follow-up Meetings 2.0A is used to document the meeting and serves as a guide for meeting discussion (i.e. start with discussion of student's strengths)
- The team is able brainstorm a broad range of interventions for each student concern identified
- An action plan is developed and responsibility for each action item is assigned
- A follow-up meeting is scheduled at the 1st meeting

Post SST Meeting

- Meeting notes are copied, using the First Meeting Summary Form 2.0 or Summary Form for Follow-up Meetings 2.0A, and distributed
(Distribution: copy for the parent, copy for the teacher, and original for the student's SST file)
- Action items are monitored and follow through occurs
- SST team members and parents/caregivers are reminded of scheduled follow-up meetings

Student Success Team (SST) Best Practices Checklist (continued)

What are the strengths of your SST process?

What are some improvements that need to be made?
