



# STUDENT SUPPORT TEAM (SST) QUICK-START CHECKLIST

A step-by-step guide for educators to identify, support, and monitor students in need

## Step 1: Identify the Need

- ☐ **Determine if a student requires SST intervention due to challenges in:**
  - ☐ Academics
  - ☐ Attendance
  - ☐ Consideration for Special Education Classification
  - ☐ Health Issues
  - ☐ Developmental Growth
  - ☐ Behavioral Concerns (when paired with academic challenges)
  
- ☐ Gather relevant student data (grades, attendance, behavior reports, teacher observations).



## Step 2: Assemble the SST Team

### ☐ **Required Members:**

- ☐ SST Lead
- ☐ Current Teacher
- ☐ Parent/Guardian

### ☐ **Optional/Recommended Members:**

- ☐ Behavior Support Staff
- ☐ Academic/Instructional Support Staff
- ☐ Family Outreach Support Staff
- ☐ Mental Health Clinician/Social Worker/School Counselor
- ☐ Student (if appropriate)

## Step 3: Prepare for the SST Meeting

- ☐ Schedule a meeting with all team members, ensuring parent/guardian availability.
- ☐ Collect and organize student academic, attendance, and behavior data.
- ☐ **Prepare an agenda covering:**
  - ☐ Meeting purpose
  - ☐ Introductions
  - ☐ Reason for referral
  - ☐ Parent input
  - ☐ School input
  - ☐ Identifying interventions
  - ☐ Follow-up plan

## Step 4: Conduct the SST Meeting

### ☐ **Meeting Structure:**

- ☐ Open the meeting by setting its purpose.
  - ☐ Introduce all team members.
  - ☐ Explain the reason for referral.
  - ☐ Gather parent input on student history, strengths, and challenges.
  - ☐ Gather school input on academic and behavioral concerns.
  - ☐ Identify initial interventions and strategies for student support.
  - ☐ Establish a follow-up schedule (typically within 3-4 weeks).
  - ☐ Summarize key takeaways, interventions, and next steps.
  - ☐ Ensure all participants acknowledge and sign the SST plan.
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- ☐ Document meeting notes and distribute them to all members within 72 hours.



## Step 5: Implement and Monitor Interventions

- ❑ Assign roles and responsibilities for intervention strategies.
- ❑ Track student progress using measurable benchmarks.
- ❑ Communicate regularly with parents and relevant staff.
- ❑ Schedule and conduct follow-up meetings to assess effectiveness.
- ❑ Adjust interventions as needed based on progress data.

## Step 6: Evaluate and Adjust the Plan

- ❑ Review intervention outcomes and student progress.
- ❑ Determine if additional interventions or supports are required.
- ❑ **Decide on next steps:**
  - ❑ Continue with adjusted interventions
  - ❑ Consider additional evaluations or resources
  - ❑ Conclude SST process if goals have been met

