SAT QUICK REFERENCE GUIDE

|  |  |  |
| --- | --- | --- |
| ACTION | WHAT HAPPENS AT THIS STEP? | TIMELINES TO FOLLOW/FORMS TO COMPLETE |
| WRITTEN REFERRAL FOR SPECIAL EDUCATION TESTING  (WEST VIRGINIA POLICY 2419 PAGES 14-16)  INITIAL MEETING | NOTIFY APPROPRIATE PEOPLE OF DATE, TIME LOCATION AND SPECIFIC INFORMATION NEEDED FOR THE MEETING | **5 SCHOOL DAYS**  **FORMS BEFORE THE MEETING (PAPERCLIP #1)**   1. SAT REFERRAL 2. SAT MEETING NOTICE 3. TEACHER CHECKLIST 4. TEACHER OBSERVATION FORM |
| HOLD THE MEETING AND ANALYZE DATA TO DETERMINE NEXT STEPS | **10 SCHOOL DAYS**  **FORMS FOR INITIAL MEETING (PAPERCLIP #2)**   1. WAYNE COUNTY STUDENT ASSISTANCE TEAM REPORT |
| **IF THE TEAM DECIDES A MULTIDISCIPLINARY EVALUATION IS WARRANTED**  IF THE TEAM HIGHLY SUSPECTS INTELLECTUAL DISABILITY OR AUTISM AND THE STUDENT WILL NEED SPECIALLY DESIGNED INSTRUCTION   1. NOTIFY PARENTS OF THE DECISION TO REQUEST AN INITIAL EVALUATION OR TO CONDUCT AN EVALUATION REQUESTED BY PARENT AND GET A PERMISSION TO EVALUATE SIGNED 2. FILL OUT PRIOR WRITTEN NOTICE AND GIVE A COPY OF PROCEDURAL SAFEGUARDS   **IF THE TEAM REFUSES TO CONDUCT A MULTIDISCIPLINARY EVALUATION**   1. PRIOR WRITTEN NOTICE AND PROCEDURAL SAFEGUARDS ARE PROVIDED TO THE PARENTS | **WITH IN 5 CALENDAR DAYS** |
| SAT REVIEW MEETING | REVIEW DATA AND NEW INFORMATION COLLECTED SINCE THE LAST MEETING. | MUST BE HELD WITH IN **45 DAYS** OF THE INITIAL MEETING  **FORMS FOR REVIEW MEETING**  **(PAPERCLIP #3)**   1. DOCUMENTATION OF CONFERENCE 2. REVIEW MEETING INTERVENTION LOG |
| GIFTED REFERRALS | * OBTAIN PERMISSION FOR A SCREENING * SET DATE FOR REVIEW MEETING (WITH-IN 45 DAYS) * EMAIL COPY OF SCREENER TO YOUR OSP SPECIALIST AND THE GIFTED TEACHER WITH DATE OF REVIEW MEETING   IF STUDENT SCORES 120 OR HIGHER ON SCREENER OBTAIN PERMISSION FOR AN EVALUATION | @INITIAL MEETING  @REVIEW MEETING |
| MTSS MODEL  TARGETED INSTRUCTION  WV POLICY 2419  PAGES 35-41 | * Primary Goal = provide **short-term** strategic instruction to support students below grade level standards. * UNIVERSAL INSTRUCTION + TARGETED INSTRUCTION * Instructional supports developed through problem solving approach use of academic or behavioral assessments to craft INDIVIDUALIZED PLANS * EXPLICIT instruction to address specific needs | * MINIMUM OF **ONE 9 WEEK PERIOD** * **THREE TO FIVE 15-30 MINUTE** SESSIONS PER WEEK * PROGRESS MONITORING EVERY **2-3 WEEKS** TO ADJUST INSTRUCTION AND ENSURE MASTERY |
| MTSS MODEL  INTENSIVE INSTRUCTION  WV POLICY 2419  PAGES 35-41 | * Primary Goal = provide explicit instruction to students who do not make sufficient progress even when provided focused small group supports * Provided in small group setting or individual setting | * TARGETED INSTRUCTION MUST BE DOCUMENTED PRIOR TO MOVING STUDENT TO INTENSIVE * MINIMUM OF **ONE 9 WEEK PERIOD** (COULD BE LONGER DEPENDING ON PROGRESS) * **THREE TO FIVE 30-60 MINUTE SESSIONS** PER WEEK * PROGRESS MONITORING EVERY **1-2 WEEKS** |
| TIME FOR A MULTIDISCIPLINARY EVALUATION | DOCUMENT ON SAT LOG THE DECISION FOR REFERRAL FOR EVALUATION OR 504  DETERMINE WHAT INTERVENTIONS WILL BE IN PLACE UNTIL EVALUATION IS COMPLETED  USE MULTIDISCIPLINARY CHECKLIST TO BE SURE ALL INFORMATION IS SENT | **FORMS FOR A MULTIDISCIPLINARY EVALUATION**  **(PAPERCLIPS 4 & 5)**   1. PERMISSION TO EVALUATE 2. PRIOR WRITTEN NOTICE 3. GIVE PROCEDURAL SAFEGUARDS 4. TEACHER REPORT 5. PARENT REPORT   **SEND TO OFFICE OF SPECIAL PROGRAMS ASAP**  EVALUATION MAY TAKE UP TO, BUT NO LONGER THAN 80 DAYS |