

# September 2006 Student Support Team Check-List

## Sample September Activities:

- Conduct school-wide orientation about the SST process
- Determine SST membership for 2006-2007 (note: special educators may only serve as consultants to the SST on a case-by-case basis)
- Orient SST members, staff and family members about the SST process
- Determine dates/times for SST meetings
- Provide copies of the SST meeting calendar to all staff
- Xerox SST forms and distribute throughout the building or in the agreed upon centralized location
- Schedule meetings early in September for students who fall into the categories below:
  - Students who began the SST process last year
  - Students who were retained
  - Students who experienced a trauma over the summer (including siblings)
  - Students who had an SST last year in any school
  - Students who are pregnant or just had a child
  - Students who returning from an alternative placement (e.g. CHOICE/STAY)
  - Students who need support due to attendance/truancy patterns
- Provide a copy of the intervention plan to the new teacher of any child who went through the SST process last year
- Provide time for the SST to report progress during faculty meetings
- Connect the SST process to the collaborative planning time
- Administrators should participate in and/or visit meetings to provide support and to monitor progress
- Register your SST for the September SST Kick-Off Training ([www.dcsig.org](http://www.dcsig.org), select "events")



DISTRICT OF COLUMBIA PUBLIC SCHOOLS  
*State Improvement Grant*  
Stephanie.Garnett@k12.dc.us

