

**RECOMMENDED STEPS FOR STUDENT ASSISTANCE TEAM (SAT)  
ACTION AS PART OF GENERAL SCREENING**

- STEP 1:** General Screening offered to all students.
- STEP 2:** Student enrolled in classroom/curriculum.
- STEP 3:** Parent/teacher suspects problem.
- STEP 4:** Parent/teacher obtains and completes referral form.
- STEP 5:** SAT chairperson reviews form and convenes team.
- STEP 6:** Team determines intervention options and develops reasonable timeline.

*Intervention Examples: tutoring, new class, counseling, new teaching or behavioral strategies, referral to community agencies, referral to alternative program.*

- STEP 7:** Intervention option(s) implemented.
- STEP 8:** Re-evaluation of student's performance occurs.
- STEP 9:** Team reconvenes and reviews intervention results. (This step may occur multiple times. See Flowchart for SAT this Section.)
- STEP 10:** Team determines status and alternative intervention if appropriate and refers student to options.
- Option Examples: Special Education, Title 1, 504 Plan, continue successful intervention(s), enrichment activities, other external/internal interventions*
- STEP 11:** Team reconvenes and reviews intervention results.