

# STUDENT SUPPORT TEAM Implementation Checklist

(Quarterly)

Month:

**Complete and Submit Quarterly.**

**Status: A Achieved, I In Progress, N Needs Work**

Critical Attributes	Achieved	In Progress	Needs Work	# of Surveys
Members of the team have equal input, opportunity and responsibility. It is teacher driven vs. 'top-down'.				
Core team is made up of a majority of general education staff.				
Team meetings are regularly scheduled with dates and times set aside for team problem-solving.				
Team operates from a structured agenda.				
The team utilizes a formal problem-solving process where problems are clearly defined, research based interventions determined and progress monitored.				
Problem is defined by setting, observable behavior, measured baseline and peer comparison.				
The plan of intervention is developed and agreed upon with skills, methods, strategies, materials, personnel and scheduling planned.				
The focus of the plan is on student skill acquisition rather than accommodation.				
Educational decisions are based on progress monitoring data.				
Follow-up support and consultation is provided consistently.				
Group norms have been established and reviewed at each meeting.				
Parents are actively involved in decision making and planning.				
On-going data collection and record keeping are part of the process.				

List school and team facilitator completing survey: