[](http://boe.wayn.k12.wv.us/index.php)

**Student Assistance Team (SAT) Meeting Notice**

*Initial SAT Meetings Are Held within 10 School Days of Referral*

*SAT Attendees, including Guardian, Are Notified of Initial SAT Meeting Date within 5 School Days of Referral*

*SAT Review Meetings Occur Within 45 School Days of Initial SAT Meetings*

|  |  |
| --- | --- |
| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WVEIS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Dear (Check all applicable persons):

\_\_\_Parent/Guardian \_\_\_Interventionist \_\_\_Other Appropriate Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Current Teacher \_\_\_Agency Representative

\_\_\_Administrator \_\_\_Nurse

*SAT Teams consist of at least 3 people: 1. School administrator or designee, 2. Current teacher, 3. Other staff.*

*Guardians are invited (at least 3 attempts if no response).*

**An/A \_\_\_INITIAL SAT/\_\_\_SAT REVIEW meeting will be held \_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_am/pm at \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The purpose of the meeting is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Guardians**, please bring any outside evaluations, diagnoses, health screenings (vision, hearing, etc.), or other information.

**Teachers**, please bring the Teacher Observation Report to Initial SAT Meetings, as well as relevant standardized test history, attendance, discipline records, grades, progress monitoring, benchmarks, and work samples to SAT Meetings.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAT Leader

\_\_\_\_ I will attend the meeting at the date and time scheduled

\_\_\_\_ I would like to participate by phone (Phone Number where I can be reached) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I would like to reschedule the meeting for the following date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ I cannot attend, but please proceed in my absence

Please choose an option above and return to the SAT Leader.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Signature Date