

Follow-Up

There are three options for completing an SST follow-up:

- Creating a new SST Meeting Summary
- Amending the existing SST Meeting Summary
- Filling out an SST Team Meeting Follow-Up

Create a new SST Meeting Summary

The follow-up deadline can be satisfied by creating a new **SST Meeting Summary**. If you create a new SST Meeting Summary, when the document is completed, the follow-up deadline will be pushed back to 15 calendar days after the **End/Review Date** set in the new Meeting Summary.

Amend the SST Meeting Summary

Steps *To amend an SST Meeting Summary:*

- 1. In your completed **SST Meeting Summary**, click on the lock icon and select **Amend**.
- 2. At the bottom of the Cover page, click **add Amendment**.
- 3. Fill out the amendment table with updated information/dates.
 - **Meeting**: indicate whether there was a meeting
 - **Amendment**: the date the amendment is taking place
 - **Effective**: new start date
 - o **Description of Changes**: summarize any changes being made
 - New End/Review Date: updated end/review date
- 4. Update the document as necessary.
- 5. If a meeting was held, add a new signatures section and have all meeting participants sign.
- 6. When you are finished, re-mark the document complete.

When the document is completed, a new follow-up deadline will be calculated for 15 calendar days after the **New End/Review Date**.

SST Team Meeting Follow-Up

You may chose to create an **SST Team Meeting Follow-Up** in order to help review the student's progress and determine next steps.

Steps *To complete a follow-up:*

- 1. Create an SST Team Meeting Follow-Up.
- 2. Enter the date that the follow-up is taking place in the **Follow-Up Date** field.
- 3. In the **Progress** section, make a decision about the student progress for each intervention. Are they:
 - Under target progression
 - Mostly aligned with target progression
 - Above target progression
- 4. Provide a summary in the **Results/Recommendations** field.
- 5. Based on the student's progress, decide the next step.
 - If they no longer need interventions, they can return to Tier 1.
 - If they require the same level of intervention, they continue with their current tier.
 - If they need additional support, they can receive more intense interventions.
- 6. In the SST Follow-Up Discussion/Decisions section, summarize all decisions made. Be sure to check the Child no longer requires any SST interventions at this time (exit SST tracking) box or the Child should be referred for special education or Section 504 evaluation (exit SST tracking) box if either apply.
- 7. Have all meeting participants sign and date.
- 8. Complete the document.
 - If either of the **(exit SST tracking)** boxes were checked, the student will be unenrolled from the program.

If the determination was made that the student needs additional interventions, you will need to create a new SST Meeting Summary or amend the existing SST Meeting Summary.