samegoal

Notice of SST Meeting

The **Notice of SST Meeting** is used to invite parents to an SST meeting.

Steps *To work with parents ahead of time to schedule a meeting:*

1. Create a **Notice of SST Meeting**.
2. Complete the **Notice** tab. Contact parents ahead of time (e.g. call, email) and work with them to decide meeting time and place.
3. **Response** tab fields are not required. You may leave these blank or fill them out with the parents' response given over phone or email.
4. Share the document with parents.
5. Wait for parent to complete the **Response** tab (if applicable).
6. Mark the document complete.

Steps *To schedule an SST meeting then invite parents:*

1. Create a **Notice of SST Meeting**.
2. Complete the **Notice** tab.
3. Share the document with the parents.
4. Wait for parent to complete the **Response** tab.
5. Mark the document complete.