

SST Referral

If a regular education student is struggling academically or behaviorally, a teacher may refer them to SST.

Steps To refer a student to SST:

Teacher

- 1. Create an **SST Referral** document for the student.
- 2. Enter referral information.
- 3. Under **SIGNATURES**, sign, enter your position and date.
- 4. Check **Ready for Review**. SST Manager(s) for the student's building will receive a notification.

SST Manager

Any user with user role **SST Manager** for the building of the student referred will receive a notification when a referral is marked **Ready for Review**.

- 1. Review the referral.
- 2. If additional information is required:
 - Uncheck Ready for Review
 - Contact the staff member that submitted the referral and ask that they:
 - Update the referral.
 - Re-check **Ready for Review** when done.
 - SST Manager(s) will receive a new notification.
 - Repeat this process as necessary.
- 3. In the gray box at the bottom right under "To be completed by SST Case Manager", sign and enter **Date Received**.
- 4. Indicate whether concerns require an SST meeting.
 - If yes:
 - Select "Yes, initiate a meeting".

- Visit the Share tab. Change your permission to Is Owner and teacher's permission to Can Edit. This ensures you are assigned deadlines going forward rather than the teacher.
- If no:
 - Select "No, do not initiate a meeting". Enter a reason.
 - Enter a follow-up date for progress to be reviewed.
- 5. Mark the document complete.
- $\overline{\mathbf{Q}}$ Tip At least one user should have user role **SST Manager** per building.