samegoal

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.

Tip At least one user should have user role **SST Manager** per building.