samegoal

SST Teacher Input Request

The **SST Teacher Input Request** is used to request information and feedback from teachers and staff that work with the student.

Steps *To request teacher input from each teacher as an SST Manager:*

1. Create an **SST Teacher Input Request**.
2. Indicate when input is due by in the statement at the top. Meeting information will auto-copy into date, time and location fields if a **Notice of SST Meeting** has been marked complete prior to creating this document.
3. Share the document with the teacher.
4. Wait for the teacher to enter their input, including **Date Completed**.
5. Mark the document complete.

Complete the above process for each teacher you desire input from.

Tip If the individual does not have a SameGoal account, you may print the form for them, then upload their response as a PDF attachment once returned.