

Student Support Team Meeting Agenda and Notes Template

This document outlines a meeting agenda and form for Student Support Team meetings. It is an example that Leadership Teams can use as a basis for contextualizing their own meeting agenda and forms. It is adapted from templates provided by the National Center on Intensive Intervention (NCII).

Agenda

Agenda sent to team members in advance of the meeting.

Meeting Length: 30 minutes

Table 1. Team meeting roles and suggested participants.

Roles	Possible Participants (student specific)
<p>Facilitator: Explains the purpose of the meeting and keeps the participants on task</p> <p>Referring Teacher: Completes pre-meeting process, describes the student, and shares student data during the meeting</p> <p>Scribe: Takes informal notes and tracks brainstorming ideas in a visible space</p> <p>Timekeeper: Times each section of the meeting and helps the team adhere to the allotted time</p> <p>Notetaker: Takes formal notes for documentation using a template</p>	<p>Referring teacher</p> <p>Classroom teacher</p> <p>Intervention provider</p> <p>Content specialist</p> <p>Administrator</p> <p>Coach</p> <p>School psychologist</p> <p>School social worker</p> <p>Special education teacher</p> <p>Parent / family member(s)</p>

Table 2. Meeting agenda with proposed times.

Steps in Meeting	Who?	Time
<i>Complete pre-meeting form and bring graphed progress-monitoring data, sample progress-monitoring probes, relevant work samples, and other available diagnostic data</i>	<i>Referring teacher; interventionist</i>	<i>Before meeting</i>
1. Introduction and purpose, review assigned roles	Facilitator	2 minutes
2. Describe the student and share data	Referring teacher; interventionist	5 minutes
3. Ask clarifying questions to create hypothesis	Team	5 minutes
4. Review intensification variables	Team	5-7 minutes
5. Prioritize and plan	Team	5-7 minutes
6. Wrap-up, review action items and set next meeting	Facilitator	3 minutes

Meeting

Meeting Date:

Meeting Roles and Participants

Table 3. Meeting roles and participants. Notetaker will fill in the blank fields in the Participants column with names.

Roles	Participants
Facilitator	
Classroom Teacher	
Timekeeper	
Scribe	
Notetaker	
Other Attendees	

Meeting Notes

1. Introduction and purpose
2. Describe the student and share data
 - *Description of the student (strengths and area(s) of concern)*
 - *Current intervention and supports*
 - *Review of student data*
3. Ask clarifying questions to create hypothesis
 - *Summary of questions and responses*

- *Hypothesized factors that are contributing to insufficient progress*
4. Review intensification variables
 - *Summary of application of intensification variables to address the student's need(s)*
 5. Prioritize and plan

Action Step	Who?	By When?	Status

6. Wrap-up, review action items, and set next meeting
 - *The team will meet on _____ (date) at _____ (time) – suggested time frame is to meet within four weeks*
 - *Where will the plan be documented and stored?*
 - *How will the plan be distributed to teachers and other implementers?*
 - *What is the plan for teacher check-in with parent?*

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