SIT checklist:

To be completed before core SIT meeting:

_____1. Obtain and review previous SIT file from counselor's office.

_____2. If starting a new SIT, fill out first page of SIT form (front and back) or update with current contact information. (Counselor's office can assist if needed.)

_____3. Initiate parent contact to relay concerns and document meeting notes on SIT form. (parent meeting or phone call)

_____4. Gather input from core and exploratory teachers and document problem areas.

_____5. Identify behavior or academic objectives that will be targeted with interventions. (Each team has a notebook of intervention strategies to help in getting started.) Log strategies and results over a minimum of a 2-4 week time period.

_____6. Notify exploratory teachers of interventions being utilized.

_____7. Review strategies as needed for effectiveness. Implement new strategies.

_____8. If strategies are exhausted or more input is needed, put the completed check list along with the SIT file in Mrs. Spangler's box and the student will be put on the agenda for the next scheduled SIT meeting.

**Please initial beside each item upon completion.