



EDUCATIONAL SERVICE UNIT No. 11

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AGENDA for SAT MEETING

**Should occur within 10 to 15 minutes*

- I. WELCOME
 - Introductions
 - Explanation of meeting
- II. Announce Time Limit
 - Assign Time Keeper
- III. Discuss Student's Strengths and Talents
- IV. Summarize Referral Form
 - Ask if any other issues of importance
 - Select Target Area of Concern
- V. Review Student Data
 - Any data the teacher brought regarding the student
- VI. Goals
- VII. Design the Plan
- VIII. How to Progress Monitor
- IX. Assign Responsible Parties
- X. Assign Case Manager
- XI. Summarize Meeting
- XII. Set Follow-Up Meeting