



EDUCATIONAL SERVICE UNIT No. 11

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SAT Procedural Checklist

School Year: _____	School Dist/Attn. Cntr: _____
Student: _____	Parents: _____
Grade: _____	Teacher: _____
	Home Phone: _____

Check	Task	Date
	1. Parent contacted regarding concerns	
	2. Student Assistance form completed	
	3. Parent Input completed	
	4. Student Reports completed	
	5. 1 st SAT Meeting	
	a. Parents at meeting or contacted	
	6. Follow up SAT (2 nd) meeting	
	a. Parents at meeting or contacted	
	7. Follow up SAT (3 rd) meeting	
	a. Parents at meeting or contacted	
	8. Follow up SAT (4 th) meeting	
	a. Parents at meeting or contacted	
	9. Follow up SAT (5 th) meeting	
	a. Parents at meeting or contacted	
	10. Progressing in SAT return to General Education	
	11. Due Process & Parent Rights given	
	12. Student referred for evaluation	
	13. 504 Accommodation Plan	