

Monongalia County Schools  
Data Required Checklist

**Name of Student:**

**Grade:**

**Class:**

**Date:**

The following information should be present for an initial referral and updated information should be brought every time the SAT meets for a student.

Relevant information will help with the decision making process for SAT	Available	Members Responsible
<b>Current Classroom Grades:</b> What grades does the student currently possess in the classroom(s)? What are the child's strengths and weaknesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s)
If student is failing your class. Reason(s)? Check all that apply: <input type="checkbox"/> <b>Missing Assignments</b> <input type="checkbox"/> <b>Homework Completion</b> <input type="checkbox"/> <b>Poor Test Performance</b> <input type="checkbox"/> <b>Lack of Academic Skills</b> <input type="checkbox"/> <b>Study Skills</b> <input type="checkbox"/> <b>All of the Above</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Interventionists Academic Coach
Attach formative assessments and progress monitoring information (e.g. DIBELS, Acuity, SMI, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Interventionists Academic Coach
Attach summative assessments, such as WESTEST, ACT EXPLORE, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Administrators
If any diagnostic assessments, attach findings (e.g. KTEA-Brief, GORT, K-BIT, CTOPP, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Counselor Psychologist
If any previous psychological evaluations, such as WISC, KABC, CAS, Stanford Binet, etc., please attach findings/evaluation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Psychologist Administrator Parent(s)
<b>Current Reading Level:</b> What is their current level of reading? How many words is the student reading per minute? Are there any language barriers? What is the student's approach to reading?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Academic Coach Interventionists
<b>Current Work Samples:</b> Are there specific samples where the areas of concern/strength are present? (e.g. math homework, writing assignments, reading tests, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Academic Coach Interventionists
<b>Attendance Record:</b> How often has the child had unexcused absences? Are there excused absences that suggest the child may have a medical concern? Are they missing important dates (days of tests)? Are they allotted time to make up the tests/assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Administrators Guidance Counselor
<b>Number of Office/Discipline Referrals:</b> Has the student been referred to the office for any behavioral concerns, if so for what? Have they been suspended or been given any type of detentions? Include FBA, BIP, Crisis plan, etc. (If applicable.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Counselor Administrators Teacher(s)
<b>Medical Diagnoses:</b> Does the student possess any major health concerns that may impede learning? Is there a doctor's diagnosis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	School Nurse Teacher(s) Administrators Parent(s)
<b>Emotional/Behavior Issues:</b> External factors that may be contributing to the student's concerns. (e.g. stress inducing situations that may arise within the outside environments and/or in school)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Parent(s) Counselor Teacher(s)
<b>**If you are making a referral for OT or PT evaluations,</b> you will need to complete questionnaire, provide work samples (e.g. cutting), releases of information, etc. See OT/PT packet for referral information needed prior to meeting. They must also be present at the meeting(s) to discuss assessments, procedures, policies, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Teacher(s) Parent(s) SAT Coordinator

\*\*This checklist is a means to help gather data before the SAT meeting. The data can be brought to the meeting by the designated person(s) to help with the problem solving process. Information can then be written into the SAT forms and should help to formulate suggestions for problem solving the areas of concerns. A lot of information may already be available in student's SAT file, if so you just need to bring new relevant information when reconvening.