

**Taylor County Schools
Student Assistance Team (SAT)
Incomplete Folder Notification**

Teacher Name: _____

Date: _____

You have requested a SAT meeting for _____. The following information is missing from your referral packet. Please submit the information below to the SAT Chair so a meeting can be scheduled ASAP.

- Medical reports, evaluation reports, or diagnoses
- Completed parent or teacher SAT Referral page
- Grades/Report Card
- Current Progress Report
- Reading and math benchmarks and progress monitoring data
- Current and past intervention logs for reading and math
- WVEIS attendance data
- WVEIS discipline data
- Behavior charts
- Work samples
- Does this child receive any specialized services (speech, OT/PT, 504)? If yes, schedule IEP/504 meeting to review concerns.*

PRESCHOOL ONLY:

- Completed parent or teacher SAT Referral page
- WVEIS attendance data
- WVEIS discipline data
- Behavior charts
- ELS/benchmark data
- Does this child receive any specialized services (speech, OT/PT, 504)? If yes, schedule IEP/504 meeting to review concerns.*

SAT Chairperson: _____ **Date:** _____

Instructions to SAT Chair: Place a copy of this form in the student file and give a copy to the building principal.