Support Team Education Plan (STEP)

Teacher, Parents, and/or Student identifies that Student needs support in the learning environment

Teacher works with Student and Parents (as appropriate) and keeps a log of classroom support for student **[STEP – FORM 1]**

Teacher notifies Administrator of classroom support

If student shows progress, continue support as needed

If student still experiences difficulty in the learning environment, Teacher submits a request for STEP team referral **[STEP - FORM 2]** to the Administrator.

Administrator sets meeting date with Parent **[STEP - FORM 3]** and gathers data from Parent **[STEP - APPENDIX FORM A]** and Student **[STEP - APPENDIX FORM B.1, B.2, B.3, or B.4]** prior to meeting

The STEP Team (Parents, Referring Teacher, Administrator and/or Administrative Designee, other persons as needed, and Student when appropriate) meets to determine need for additional support for student **[STEP - FORMS 4 & 5]**

If gathered data indicates a need for additional student support, the Team addresses:

- Meeting agenda **[STEP - FORM 4]**
  - Analyze gathered information
  - Determine student strengths
  - Prioritize concerns
  - Create strategies
  - Finalize action plan
- STEP Action plan **[STEP - FORM 5]**
  - Prioritize support strategies
    - Classroom strategies
    - School strategies
    - Home strategies
    - Outside resources
  - Identify responsible persons
  - Develop a timeline
  - Set date for follow-up meetings
- Follow-up procedure
  - Complete paperwork
  - Schedule future evaluation
  - Log progress **[STEP – APPENDIX FORM C]**

If Parent provides professional data that identifies Student as having a mental or physical impairment that substantially limits a major life activity, the STEP team will fill in the box at the end of **STEP - FORM 5**.

Parents must submit any disability related complaints in writing to Principal and Archdiocesan Compliance Officer within 15 days of the event which is the subject of the complaint. **[STEP – APPENDIX FORM E]**

Parent may submit a request for assessment of student to the local public school district. **[STEP – APPENDIX FORM D]**

Team reconvenes to review student progress and make new adjustments as needed [Use the blank page in **STEP - FORM 5** to add to or amend the STEP plan]

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