



## Support Team Education Plan (STEP) Meeting Agenda

\_\_\_\_\_ **School Name** \_\_\_\_\_

\_\_\_\_\_ **Meeting Date** \_\_\_\_\_

**Student** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Age** \_\_\_\_\_ **Date of Referral** \_\_\_\_\_

**School Year** \_\_\_\_\_ **Student's Grade** \_\_\_\_\_ **Student's Teacher** \_\_\_\_\_

### **STEP TEAM MEMBERS Planning to Attend:**

**Name:** \_\_\_\_\_ **Relationship/Position** \_\_\_\_\_

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### **AGENDA**

- **Introduce STEP team members and relationship to student**
- **Determine the student's strengths**
- **Analyze the gathered information and data regarding the student**
- **Prioritize concerns regarding the student's classroom progress**
- **Create an action plan that includes the following:**
  - **Prioritize support strategies, including classroom, school, home, and other strategies**
  - **Identify the person responsible for implementing each strategy or adjustment**
  - **Develop a timeline to implement the supports**
  - **Set dates for follow-up evaluations and meetings**
- **Complete all records/paperwork/documentation**
- **Provide copy to Parent**
- **Adjourn**