

Support Team Education Plan (STEP) Meeting Agenda and Sign In Sheet

School Name _____ Meeting Date _____
Student _____ Grade _____
School Year _____ Date of Birth _____

Student's Teacher (Can Attach schedule if multiple teachers)

STEP Team Members in Attendance and Sign In Sheet

Name: _____ Relationship/Position: _____

Signature: _____

Name: _____ Relationship/Position: _____

Signature: _____

Name: _____ Relationship/Position: _____

Signature: _____

Name: _____ Relationship/Position: _____

Signature: _____

Name: _____ Relationship/Position: _____

Signature: _____

Name: _____ Relationship/Position: _____

Signature: _____



AGENDA

- Opening prayer
- 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 challenges and needs
- Create or finalize a STEP that:
 - Prioritizes support strategies, including classroom, school, home, and other strategies.
 - Identifies the person responsible for implementing each strategy or adjustment.
 - Develops a timeline to implement the supports.
 - Sets up dates for follow-up evaluations and meetings.
- Complete all necessary documents and obtain all required signatures if STEP has been agreed to and finalized.
- Provide copy of the finalized STEP to parents/guardians.
- If the plan is not finalized the STEP coordinator will distribute the plan to the STEP team for final revision, changes, additions prior to approval and signature.
- Schedule date for follow up meetings to monitor student progress and results.
- Adjourn.

