

Core EST (Educational Support Team) Process

Before Meeting:

1. Teacher reaches out to team member
2. Team member alerts Lead Interventionist (Academic or Behavior)
3. Lead Interventionist sends teacher initial email with Teacher Roles and obtains names of all support staff working with child from teacher
EMAIL:
4. Grade level Learning Support Teacher opens EST Document (SDH Child Study Form) and alerts teacher to complete background check sections with highlighted areas
EMAIL:
5. Teacher contacts parent with potential meeting dates to confirm meeting and alerts Lead Interventionist once confirmed
6. Lead Interventionist confirms the date with the team (email) and invites other interventionists/teacher to prep meeting or send snapshot of future plan.
7. Team will prep @ weekly meeting: discuss upcoming ESTs and prepare for potential intervention suggestions; meet with teacher/other interventionists **prior to EST**

At Meeting:

1. Facilitation of Meeting - Lead Interventionist
 - a. Welcome/Intro/Goal
 - b. Strengths/Positives
 - c. Goal: Data-performance
 - d. Strategies tried/intervention, progress
 - e. Next Steps/plan
 - f. Questions?
 - g. Wrap-up
2. Notes - Grade level Case Manager (LST) takes primary responsibility for this (*others may add notes later)
3. Presentation of Plan - Interventionist/School Counselor etc.
4. Questions about potential referral or explanation of parental rights- School Psychologist

After Meeting:

1. Grade Level Case Manager (LST) will complete paperwork - **Case manager will send Krisin the EST for review (not the whole team.)**
2. Team prints and updates spreadsheet and project follow-up dates.
3. Report Distribution - Case Manager (LST) gives copy to teacher to send home and places a copy in student's blue file; *if Follow-up - include cover sheet

***Naming Form:**

“Initial EST” for 1st meeting for that child; for additional meetings in the same school year - a cover page will be added with date and clarifying that it is a Follow-up

Continuation with student into a new school year - name EST report: “EST - Continuation for Grade___”