






**NOBLE AVENUE ELEMENTARY
INDIVIDUAL STUDENT SUPPORT & PROGRESS TEAM
STAFF NOTIFICATION FORM**

Teacher: _____

Room: _____ Grade: _____

<p>Attention: Problem Solvers!</p> 	<p>We've Scheduled a Meeting!</p> <p>*The individual SSPT meeting for _____</p> <p>has been scheduled for _____ a.m./p.m.</p> <p>on _____.</p> <p>This meeting will take place in the IEP/SSPT Conference Room.</p>	<p>The Following Members are requested to be in attendance:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> __ Parent __ Administrator/Designee __ Referring Teacher __ Teacher Coordinator __ Teacher Coordinator __ Teacher Coordinator </td> <td style="font-size: 4em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;">Core Members</td> </tr> <tr> <td> <ul style="list-style-type: none"> __ E.L. Coordinator (L.A.T. Core Member) </td> <td></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> __ School Psychologist __ School Nurse __ Literacy Coach __ Math Coach __ RSP/Learning Center __ Intervention Coordinator </td> <td style="font-size: 4em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;">Ad Hoc Members</td> </tr> <tr> <td> <ul style="list-style-type: none"> __ Speech Therapist __ Previous Teacher _____ __ Other _____ </td> <td></td> <td></td> </tr> </table>	<ul style="list-style-type: none"> __ Parent __ Administrator/Designee __ Referring Teacher __ Teacher Coordinator __ Teacher Coordinator __ Teacher Coordinator 	}	Core Members	<ul style="list-style-type: none"> __ E.L. Coordinator (L.A.T. Core Member) 			<ul style="list-style-type: none"> __ School Psychologist __ School Nurse __ Literacy Coach __ Math Coach __ RSP/Learning Center __ Intervention Coordinator 	}	Ad Hoc Members	<ul style="list-style-type: none"> __ Speech Therapist __ Previous Teacher _____ __ Other _____ 		
<ul style="list-style-type: none"> __ Parent __ Administrator/Designee __ Referring Teacher __ Teacher Coordinator __ Teacher Coordinator __ Teacher Coordinator 	}	Core Members												
<ul style="list-style-type: none"> __ E.L. Coordinator (L.A.T. Core Member) 														
<ul style="list-style-type: none"> __ School Psychologist __ School Nurse __ Literacy Coach __ Math Coach __ RSP/Learning Center __ Intervention Coordinator 	}	Ad Hoc Members												
<ul style="list-style-type: none"> __ Speech Therapist __ Previous Teacher _____ __ Other _____ 														

<p>Attention: Current Teacher!</p>  	<p>Parent Contact</p> <p>*It is your responsibility to either ensure that the parent will attend the meeting or to inform an SSPT member that we need to reschedule.</p> <p>*The meeting may be held without the parent(s).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><u>Suggestions for Informing the Parent:</u></p> <table border="0"> <tr> <td>✓ Verbally</td> <td>✓ Reminder with student</td> </tr> <tr> <td>✓ Phone Call</td> <td>✓ Email</td> </tr> <tr> <td>✓ Letter</td> <td></td> </tr> </table> </div> <p style="text-align: center;">Items to Bring</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><u>Current teacher is recommended to bring the following Academic Achievement Data:</u></p> <ul style="list-style-type: none"> ✓ Cumulative Record (CUM) ✓ ELD documentation ✓ Red Intervention Folders ✓ DIBELS current data ✓ Current Writing Samples (if applicable) ✓ Periodic assessment or IAB assessment data </div>	✓ Verbally	✓ Reminder with student	✓ Phone Call	✓ Email	✓ Letter	
✓ Verbally	✓ Reminder with student						
✓ Phone Call	✓ Email						
✓ Letter							

Student Support & Progress Team Teacher Coordinators 2016/2017		
<p><u>Monday (2:15 PM) & Tuesday (7:30 AM)</u> A. Coelho M. Masa C. Martin</p>	<p><u>Wednesday (7:30AM & 2:15PM)</u> B. Zeledon G. Palafox C. Martin</p>	<p><u>Thursday (7:30AM & 2:15PM)</u> L. Campos C. Prudencio C. Martin</p>