

PST Process Checklist

(NOT a required form)

STEP	TASK	SUBTASKS	COMPLETED
1	Administer universal screenings See calendar for dates STAR Early Literacy is for grades K-2 and nonreaders STAR Enterprise (reading and math) is for students identified as probable readers	First screening	
		Second screening	
		Third screening	
2	Establish problem solving teams	Assess school's needs	
		Design teams to accommodate needs	
		Devise a plan to generate and disseminate all STAR Reports to applicable teachers	
3	Compile data for all students in need of Tier II and Tier III intervention including, but not limited to, the following: Course failures DIBELS, if applicable Comprehensive progress reports Report cards Attendance reports Discipline reports Review 360 Counseling reports Anecdotal records	Academic	
		Behavior	
		Attendance	

4	Manage PST meetings monthly	Create hard copies of all student documentation (Tier II and Tier III)	
		Complete PST Student Intervention Plan Forms	
		Identify specific concern(s)	
		Provide referring teacher a copy of the intervention plan	
5	Ensure documentation in each student's file includes, but is not limited to, these items	STAR Student Instructional Planning Report	
		STAR Student Intervention Plan Form	
		Other academic data	
		Behavioral data (if applicable)	
		Parent Intervention Initiation Notification	
6	Implement prescribed interventions by identified teacher(s)	Monitor progress monthly	
		Notify parents of student progress on a regular basis	
7	Follow-up during consecutive meetings	Review and discuss Progress Monitoring form/data to determine effectiveness of interventions/RB strategies	
		Decide to continue, to change, or to discontinue interventions/RB strategies	
		Complete updated Progress Monitoring Reports	
		Refer students to special education as necessary	