**Checklist of Forms**

**for SAT Referral Packet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **Required**  **For** | |
| **Form** | **Title** | **Description** | **Person(s) Responsible** | **Academic** | **Behavior** |
| **PLC/Teacher Teams Forms for SAT Review** | | | | | |
| **A** | **[Student Profile &](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-A-Student-Profile-and-Background-Information.docx)**  **[Background Information](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-A-Student-Profile-and-Background-Information.docx)** | Provides information about the student’s:   * school attendance * discipline history * current program placement * language profile * strengths * areas of concern specific to academics/behavior | Teacher | x | x |
| **B** | [**Instructional Fidelity Assurances**](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-B-Instructional-Fidelity-Assurances.docx) | Ensures Teacher has used Layer 1 **instructional supports** and the PLC/Teacher Teams and school administrator have reviewed information and supported the teacher. This form is to identify gaps and/or additional supports that may need to be addressed before referral to the SAT. | Teacher, PLC/Teacher Teams  **AND**  School  Administrator | x |  |
| **C** | [**Student Case History**](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-C-Student-Case-History-4.docx) | Provides Information from parent/guardian regarding family history, health, and social background data about the student. | Parent/  Guardian | x | x |
| **D** | [**Vision & Hearing**](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-D-Vision-and-Hearing.docx) | Provides the SAT with information about student’s visual acuity and hearing. | Nurse | x | x |
| **E** | **[Fidelity Assurances for Behavioral Support](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-E-Behavior-and-Fidelity-Assurances-Form-for-SAT.docx)** | Ensures Teacher has used Layer 1 **behavioral supports** and the PLC/Teacher Teams and school administrator have reviewed information and supported the teacher. This form is to identify gaps and/or additional supports that may need to be addressed before referral to the SAT. | Teacher,  PLC/Teacher Teams  **AND**  School  Administrator |  | x |
| **Initial SAT Meeting** | | | | | |
| **F** | [**Invitation to SAT Meeting**](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-F-Invitation-to-SAT-Meeting.docx)  [**Spanish Translation**](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-F-Invitation-to-SAT-Meeting-Spanish.docx) | Provides a sample of required parent/guardian notification of implanting SAT meeting. | SAT Lead | x | x |
| **G** | [**SAT Observation Form**](https://webnew.ped.state.nm.us/wp-content/uploads/2022/05/FINAL-FORM-G-Student-Observation-Form.docx) | Provides the SAT with information as to observable behaviors of the student during classroom instruction furnished by a third party. | SAT Lead | x | x |
| **H** | **[Summary of SAT Meeting & Recommendations](https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FINAL-FORM-H-Summary-of-SAT-Meeting-and-Recommendations-1.docx)** | This form summarizes the findings of the SAT Team for the student referred. This form designates whether the student's needs are serviceable through MLSS or if evaluation is needed. | SAT Lead &  School Administrator | x | x |

**NOTE:** Each public agency shall maintain a record of the receipt, processing, and disposition of any referral for an individualized evaluation. All appropriate evaluation data, including complete SAT file documentation and summary reports for all individuals evaluating the child shall be reported in writing for presentation to the eligibility determination team**. Source**: NMAC 6.31.2.10(D)(1)(c)