Helpful Suggestions for Effective SST Meetings

- Speak with the parents/caregivers in advance to let them know what to expect at an SST meeting.
- Have appropriate translation when needed.
- Have a separate facilitator and note taker.
- Begin with a positive remark and welcome all participants to the meeting.
- Explain the purpose of the meeting.
- Follow the structure of the SST Meeting Summary Form to facilitate a successful meeting.
- Set a positive tone for the SST meeting by recognizing the student's strengths before listing concerns.
- Use specific samples of the student's work when explaining any strengths, weaknesses, or means of improvement.
- Specific examples of student's behavior should also be used to explain his/her level of development, socialization, and personal adjustment.
- Explain any evaluation process including formal and informal.
- Do not use "education" or "mental health" jargon.
- Suggest, using concrete examples, to parents/caregivers of how they may help/support their child at home.
- Brainstorm strategies and interventions together.
- Prioritize concerns and action items; it is better to focus on one problem in depth than to give superficial treatment to many.
- Let parents/caregivers ask questions; they will likely have something specific to discuss with the SST team.
- Have consent for services forms, release of information forms, and community referrals available at the meeting.
- Set a date for a follow-up SST, if appropriate.
- Make parents/caregivers aware of availability of team members.
- End the meeting with a summary of the action plan and a positive comment.
- Thank parents/caregivers for participating in the SST meeting.
- Give copies of completed SST meeting summary form to parents/caregivers.