**Before suggesting that a child needs a referral to the Student Assistance Team, the classroom teacher should take the following steps.**

**SAT Form No. 6: Pre-Referral Classroom Teacher Responsibilities Checklist**

1.  I have observed the behavior/skill in question and have notes/records of my observations. (These may be in the form of logs, notes, checklists, student work records, or any other convenient format.)

2. I have assembled samples of this student’s work relevant to the behavior/skill in question, including work samples done by a typical student in my class.

3.  I have had at least one informal conversation with a colleague at my school, to brainstorm ideas that might help solve the problem.

4.  I have had regular contact with the student’s parent(s) in regard to the skill/behavior in question.

5.  I have asked the parent(s) basic questions about vision, hearing, sleep habits, and diet to ensure that none of these is the cause of the problem. (If there is a doubt, the child should see their pediatrician before considering a referral.)

6.  I have suggested to the parents some simple things that they can try at home to alleviate this problem. (Parents may or may not follow through; however, the suggestions have been made. These might include supervising homework, simple behavior management strategies, talking to the child about the importance of following classroom rules, etc.)

7.  If appropriate, I have asked another teacher, the school counselor, the school resource teacher, or the principal to do an informal observation of the child in a situation likely to demonstrate the problem in question.

8.  I can articulate several pre-referral interventions that I have specifically tried with this student to alleviate the need for referral. I have documented these interventions, and have applied them consistently for a reasonable period of time before referring this child to the team.

9.  When possible, I have spoken to a teacher who taught this child last year to see if a similar problem existed, and to gain ideas on what has worked in the past.

10.  I have read the information in the child’s permanent folder to see if there is anything relevant to the situation contained there.