

## STUDENT ASSISTANCE TEAM MEETING NOTICE

A Student Assistance Team (SAT) meeting to discuss the needs of  
\_\_\_\_\_ has been scheduled for:  
(Student's Name)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

The following persons are invited to attend:

Parent(s)/Guardian(s): \_\_\_\_\_

Principal: \_\_\_\_\_

Classroom Teacher(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other(s): \_\_\_\_\_

\_\_\_\_\_

Specific information needed for the Student Assistance Team Meeting:

\_\_\_\_\_

\_\_\_\_\_

If the student's parent(s) are unable to attend this meeting, the parent(s) will be invited to review the recommendations and provide feedback to the team about the recommendations.

If you have any questions, please contact me at: \_\_\_\_\_.

Sincerely,

Student Assistance Team Coordinator/Date