Preparation for each meeting:

- Examine the communication data recorded for the week and identify issues/concerns/trends resulting from student or family contact or if there has not been any contact for a period of time
- Generate reports on the information collected
  - Recommended minimum set of reports/data to create include:
    - Student Contact Report - aggregate student data to identify total student contacts, method of contact and staff members making contacts
    - Weekly No Contact Report - List of students who were unable to be reached for 3 or more days during the week
    - Intervention Report - List of students who had a need that was escalated to a team lead or list of students who are now receiving intervention

SAMPLE AGENDA	
ITEMS	NOTES
Updates from last meeting	
New items (questions, concerns, ideas) for discussion; assistance for intervention in areas of resources, academics, social/emotional/behavioral health, diverse learning; items that need to be escalated	
Major updates/goals for upcoming week	
Next steps	