

PROBLEM SOLVING MEETING DOCUMENTATION
[Using a Free-form Meeting Record or Structure Meeting Record (CAPTURE)]

Objective: To document Tier II and Tier III supports provided by the school for the student during a problem solving meeting

- Use Free-form Meeting Record to document support plans being developed with a committee (fellow colleagues, counselors, and/or administrators)
- Use Structured Meeting Record (CAPTURE) when CST committee is making recommendations for 504 or Special Education referral (*optional*)
- The Structured Meeting Record and Free-form Meeting Record are interchangeable. **Either may be used.**

Problem Solving Meeting Agenda Template

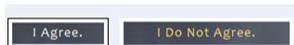
- I. Introductions**
- II. Parent Concerns**
Active listening and refrain from commenting from targeted words...opportunity will come when you share your concerns.
- III. Teacher Concerns**
(Describing specific behaviors shown in academic or behaviors that are impeding the student's success). Frame thinking from the perspective from the desired outcome you want the parent to perceive.
- IV. Restatement of both Concerns**
- V. Problem solve addition Tier II and Tier III supports for the student**
- VI. Document Agreements** (applicable to student's needs)
 - a. Behavior Contract with a Behavioral Intervention entered into eCST
 - b. Academic Intervention entered into eCST
- VII. Document additional Support Services** - Counselor, Specialist/Instructional Coach, Parent Support Specialist (PSS), Graduation Coaches (GC), Social Service Specialist (SSS), Community in Schools (CIS), Family Resource Center (FRC), and/or Behavior Specialist.
- VIII. Summary** shared from eCST meeting notes for agreements and timeline
 - i. Send email summary to the following: Grade Level Administrator, Grade Level Counselor, Child Study System Facilitator, and Social Service Specialist



1. Click on “**CLOUD**” icon



2. Click on “**eCST**” icon



3. Click on “**I Agree**”

Student Search

Filters

First Name

Last Name

Student ID

Grade

Enrollment Status

School

Search

- Type in **“First Name”**, Type in **“Last Name”**, **or** Type in **“Student ID”**; Click **“Search”**

Meetings

- Click on **“Meetings”**

◆ [Free-form Meeting Record](#) ?

- Click on **“Free-form Meeting Record”**

Date Facilitator Recorder

#	Participant	Role
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>

- Click on **“Date”**; Type in **“Facilitator”**; Type in **“Recorder”**; Pull down **“Participants”**; Pull down **“Role”**

Notes

Concerns: Parent - student not attending school Teachers - student not completing work
Next Steps: Student will attend after school tutoring and Saturday school

- Type **“Notes”** (Consider using the following format: Concerns/Next Steps).

For more information go to
www.childstudysystem.org