

Student Assistance Process Frequently Asked Questions

The **mission** of Twin Rivers Unified School District is to inspire each student to extraordinary achievement every day.

Our **vision** is an unwavering focus on powerful and engaging learning experiences that prepare students for college, career, and life success.

1. What is the Student Assistance Process (SAP)?

The Student Assistance Process is based on a tiered intervention system model with increasing levels of support.

The **purpose** of the Student Assistance Process is to ensure success for struggling students in a general education setting. Student success is promoted by the development of an individualized intervention/support plan and the implementation of research-based instructional and behavioral practices/procedures.

2. What is the purpose of the Student Assistance Process Plan (SAPP)?

The purpose of the SAPP is to promote student success by developing an individualized intervention/support plan focused on the implementation of research-based instructional and behavioral practices/procedures. (The form for the SAPP can be found on the TRUSD website on the Curriculum and Instruction home page.) The SAPP documents:

- Interventions used
- Effectiveness of the intervention
- Meetings held to develop/review the plan
- Individuals participating in the meetings/implementation of the plan (staff, parents, student etc.)

3. Where can I find the SAPP and supporting documents?

Resource Title	Description	Location
Flow Chart	Provides a step-by-step visual representation of the Student Assistance Process	http://www.twinriversusd.org/depts/ci
Student Assistance Plan Summary	Provides an overview of the Student Assistance Process purpose and steps	http://www.twinriversusd.org/depts/ci
Student Assistance Plan Documentation Guide	Provides examples of support documentation that might be considered when designing Student Assistance Process Plan	http://www.twinriversusd.org/depts/ci
RTI Pyramid	Provides a visual representation of the Response to Intervention model. This model is the foundation for the Student Assistance Process.	http://www.twinriversusd.org/depts/ci
Tiered Intervention Chart	Provides a description of the stages of the Response to Intervention model. This model is the foundation for the Student Assistance Process. The chart provides a side-by side-description of each level and critical questions to consider at each stage of support	http://www.twinriversusd.org/depts/ci
Tier 1 Interventions	Provides examples of supports/interventions to use during Tier 1 instruction.	http://www.twinriversusd.org/depts/ci

4. What types of supporting documentation should be included with the Student Assistance Process Plan (SAPP)?

The types of documentation that should be included will vary from student to student depending on the area(s) of concern. Examples of documentation could include: report card/transcripts, assessment data, behavior referrals, attendance reports, medical information etc.

5. Where do we keep the Student Assistance Process Plan (SAPP) and supporting documentation?

Once a SAPP has been initiated, the student should be flagged in Aeries as having a SAPP. In addition, a hard copy of the SAPP and the supporting documentation should be kept in the yellow SAPP Folder and placed in the student's cumulative folder. (Sites will be sent a set of yellow folders from Educational Services)

6. When should the Student Assistance Process (SAP) be initiated?

The SAP should be initiated for a student when a teacher has concerns about the student and believes that the concerns and interventions to support the student's success in school should be documented for the future.

7. If a student has an active Student Assistance Process Plan (SAPP), does a site need to start the process over?

The intent of the Student Assistance Process is to ensure student success. Once a plan has been initiated, it is updated periodically as needed. As a student moves from grade to grade—or school to school—the plan should be reviewed and revised as necessary. Site teams should consider prior efforts/supports when reviewing the plan.

8. What do I do if the online form will not save on my computer?

If your computer does not have updated versions of Adobe/PDF, you will need to print the portion of the form aligning with the step in the Student Assistance Process. Future additions should be added for the updated information/step only. A copy of the updates should be filed in the student's yellow SAPP Folder.

9. Who do I contact if I have questions about the Student Assistance Process (SAP)?

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