Student Support and Progress Team Meeting Log

School:	Local District:	Meetings From:	_ To:
Instructions: For each meeting, complete the sections c	orresponding to the meeting purpose and ac	ctivities. For student referrals, specify the n	neeting type: Initial meeting,
follow-up meeting (first, second, third), or reclassification	on review. The SSPT Meeting Log is uploade	d twice per year to the English Learner Insti	ructional Online Accountabilities

System. The SSPT Meeting Log and supporting SSPT documentation are to be kept on file at the school for a minimum of 5 years.

	Location	School-Wide Monitoring		Student Referrals			
Meeting Date		Data reviewed	Subgroups and/or Students Monitored	Recommendations/ Action Steps	Student Name/ ID Number	Meeting Type (Initial, Follow-up, or Reclassification)	Recommendations/ Action Steps