

School Support Team Snapshot

Use the worksheet below to track who is involved, who to contact first, and what support still needs to be added.

Part 1: Current school team

Name	Role	Email / phone	How they support my child	Frequency of support	What this support looks like day-to-day
				☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed	
				☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed	
				☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed	
				☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed	
				☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed	

If something isn't working:

1. Who to contact first? _____
2. Who has the authority to adjust the plan? _____
3. Who is responsible for making sure it happens consistently? _____

Part 2: Team members to consider adding

Role / expertise needed	What concern or gap this person would help with	When it makes sense to invite them in
		☐ Evaluation and eligibility ☐ Academic or learning planning (IEP/504) ☐ Health planning ☐ Attendance planning ☐ Behavior and support planning
		☐ Evaluation and eligibility ☐ Academic or learning planning (IEP/504) ☐ Health planning ☐ Attendance planning ☐ Behavior and support planning
		☐ Evaluation and eligibility ☐ Academic or learning planning (IEP/504) ☐ Health planning ☐ Attendance planning ☐ Behavior and support planning