**Problem Solving Team (PST) Meeting Minutes**

*District Problem Solving Meeting*

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| **SCHOOL:** | |
| **Student:** | **Referring Teacher:** |
| **Facilitator:** | **Grade Level:** |
| **Date of Meeting:** | **Time:** |
| **TEAM MEMBERS:** | |
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| **ISSUE(S) TO BE ADDRESSED:** | |
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| **STUDENT STRENGTHS** | **STUDENT NEEDS** |
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| **WHAT STRATEGIES HAS THE REFERRING TEACHER ALREADY TRIED?:** | |
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| **Brainstorming:** | | | | | |
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| **NEW STRATEGIES SELECTED:** *(Include who will carry out each strategy and when)* | | | | | |
| **STRATEGY:** | | | **ASSIGNED TO:** | | **IMPLEMENTATION DATE:** |
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| **FOLLOW-UP MEETING WITH TEAM** | | | | | |
| **Date:** | **Time:** | | | **Place:** | |

*Revised September 2012*