**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*