



Sample Meeting Agenda: SLIP Completion Conference

1. Welcome & Introductions

- Greet the parent/guardian(s) and introduce all school personnel present.
- Give a brief overview of the Strong Readers Act and the SLIP.
- Explain the purpose of the meeting — to jointly complete the Student Literacy Intervention Plan (SLIP) and discuss supports for the student.

2. Purpose of the SLIP

- Briefly describe what the SLIP is and why it is important:
 - It outlines instructional supports to help the student improve their reading skills.
 - It communicates the plan and progress monitoring to families.

3. Review Universal Screening Assessment Results

- Identify the assessment(s) used (complete line on form).
- Share the student's scores: beginning, middle, and/or end of year (as available).
- Explain what the scores mean relative to grade-level expectations.
- Discuss the level of support needed (Tier 1 with Enhanced Support, Tier 2, or Tier 3)
- Answer questions and clarify terms for parents.

4. Screening for Characteristics of Dyslexia

- Share the results of the dyslexia characteristic screening.
- Clarify that screening is not a diagnosis but helps guide instruction.
- Explain that evidence-based practices for dyslexia include explicit instruction in word recognition strategies.
- If dyslexia screening is not yet complete, explain the timeline for completion and follow-up.

5. Identify Areas of Need

- Review which reading components (phonemic awareness, phonics, fluency, vocabulary, comprehension) are targeted based on diagnostic assessment data.
- Discuss why these areas were selected and how they connect to instruction.

6. Instructional Tier & Support Services

- Describe the reading intervention services, including how often the student will receive intervention and the length of each session.



Sample Meeting Agenda: SLIP Completion Conference

- Review supplementary services (e.g., additional in-school time, tutoring).
- Ask if the student is receiving any tutoring services outside of school.

7. Progress Monitoring Plan

- Describe how the student's progress will be monitored, including which assessment will be used and how often it will be administered.
- Ensure understanding of how monitoring informs instruction.
- Explain that parents will receive a written update of progress monthly.

8. Home Support.

- Provide strategies and free online resources parents can use at home.
 - The [implementation guide](#) found on Strong Readers website contains strategies for family support on pages 24-33.
- Answer parent questions.

9. Parent/Guardian Acknowledgment & Questions

- Review the SLIP checklist with parent(s), ensuring all areas have been clearly addressed.
- Provide opportunity for questions and clarification.
- Confirm parent/guardian acknowledgment and signature on the form.

10. Next Steps and Follow-Up

- Summarize action items: upcoming check-ins, progress reports, additional screenings, if needed.
- Share contact information for the teacher or specialist for ongoing communication.
- Thank the parent/guardian for participation.

11. Closure

- Gather signatures
 - Parent / Guardian
 - Current Teacher
 - Next Grade Teacher
 - Reading Specialist, Interventionist, or Teacher with microcredential
 - Administrator