

West Carroll Special School District RTI² Forms Guide

RTI² Initial Placement				
<i>Form #</i>	<i>Form Name</i>	<i>Description</i>	<i>Completed By</i>	<i>Disposition</i>
<i>Revision Date</i> IP-101, PS IP-101, ES IP-101, HS January 2015	Response to Instruction and Intervention (RTI²) Parent Letter	<ul style="list-style-type: none"> Provides basic information about the RTI² program to parents/guardians; Informs parents/guardians that a student will receive RTI² services 	Tier II Teacher, School interventionist, or SPED Teacher (as applicable)	<ul style="list-style-type: none"> Send home with student or mail to parent/guardian within one week of universal screening; Maintain a record of letters sent, date mailed
IP-102, PS IP-102, ES IP-102, HS January 2015	Response to Instruction and Intervention (RTI²) Parent Letter - Enrichment	<ul style="list-style-type: none"> Provides basic information about the enrichment program to parents; Informs parents that a student has been assigned to enrichment group 	Tier II Teacher, School interventionist, or SPED Teacher (as applicable)	<ul style="list-style-type: none"> Send home with student or mail to parent/guardian within one week of universal screening; Maintain a record of letters sent, date mailed

RTI² Progress Monitoring				
<i>Form #</i>	<i>Form Name</i>	<i>Description</i>	<i>Completed By</i>	<i>Disposition</i>
<i>Revision Date</i> PM-201, PS PM-201, ES PM-201, HS January 2015	Response to Instruction and Intervention (RTI²) Progress Monitoring Letter	<ul style="list-style-type: none"> Complete for each student receiving intervention services; Progress monitoring updates should be sent to parents after each IST meeting (4 ½ week intervals) 	Tier II Teacher, School interventionist, or SPED Teacher (as applicable)	<ul style="list-style-type: none"> Mail original to parent/guardian; Maintain a record of letters sent, date mailed
PM-202 Sept. 2014	RTI Attendance and Intervention Record	<ul style="list-style-type: none"> Complete daily and maintain in the teacher's data notebook; To be used during fidelity checks and for the student referral process. 	Tier II Teacher, School interventionist, or SPED Teacher (as applicable)	<ul style="list-style-type: none"> File in the student's RTI² file at the end of the year
PM-203 April 2015	RTI² Fidelity Monitoring Form	<ul style="list-style-type: none"> Documents that intervention and enrichment services are implemented with fidelity; Allows administrators and data/instructional coach to offer feedback regarding RTI² implementation, enrichment programs, and documentation fidelity 	Principal, Supervisor, or Data/Instructional Coach	<ul style="list-style-type: none"> Administrator or D/IC completes direct/indirect observation; Intervention/enrichment teacher signs form; D/IC files in data notebook

Intervention Support Team				
<i>Form #</i>	<i>Form Name</i>	<i>Description</i>	<i>Completed By</i>	<i>Disposition</i>
<i>Revision Date</i> IST-301 January 2015	Intervention Support Team Notes: Student Intervention Plan and Review	<ul style="list-style-type: none"> Provides a record of interventions delivered and student progress toward meeting goals; Facilitates review of the same each 4 ½ weeks; Drives discussion of student needs; Documents that all IST members contributed to instruction/intervention decisions 	Educator who is delivering intervention services to the student; all IST members sign or initial	<ul style="list-style-type: none"> Review during IST meeting; All IST members sign or initial File in data notebook
IST-302 Sept. 2014	Tier II to Tier III Decision Tree	<ul style="list-style-type: none"> Demonstrates that all requirements of the RTI² program have been met completely and with fidelity; Provides IST members with documentation that supports placement decisions 	Educator who is recommending changing student placement to Tier II or III	<ul style="list-style-type: none"> IST members review and sign; File in the student's data notebook
IST-303 October 2015	Tier III to SPED Decision Tree	<ul style="list-style-type: none"> Demonstrates that all requirements of the RTI² program have been met completely and with fidelity; Provides IST members with documentation that supports placement decisions 	Educator who is recommending referral for SPED testing	<ul style="list-style-type: none"> IST members review and sign; File in the student's data notebook

Referral for SLD				
Form #	Form Name	Description	Completed By	Disposition
Revision Date				
REF-401 Nov. 2015	Gap Analysis Worksheet	<ul style="list-style-type: none"> Used to determine and demonstrate student likelihood of achieving desired RTI² mastery goals by evaluating PM data 	Data/Instructional Coach or Interventionist	<ul style="list-style-type: none"> Include with documentation used to support the recommendation for SPED testing, initial or re-evaluation
REF-402 Nov. 2015	Rate of Improvement Worksheet	<ul style="list-style-type: none"> Used to determine, demonstrate, and evaluate student's rate of improvement by evaluating PM data 	Data/Instructional Coach or Interventionist	<ul style="list-style-type: none"> Include with documentation used to support the recommendation for SPED testing, initial or re-evaluation
REF-403 October 2015	General Education Teacher Input, Indirect Observation	<ul style="list-style-type: none"> Used to gather indirect evidence of a student's classroom performance from the Tier I educator 	Educators who are delivering Tier I math and E/LA instruction to the student	<ul style="list-style-type: none"> Forward completed form to the intervention teacher who is compiling records that support referral
REF-404 October 2015	Parent Input Form	<ul style="list-style-type: none"> Used to gather non-academic and background information about a student from a parent; May help rule out environmental factors as primary causes of a student's lack of progress within general education instruction and/or tiered intervention 	Parent Completes; educator who is recommending referral is responsible for forwarding form to parent and collecting upon completion	<ul style="list-style-type: none"> Include with documentation used to support the recommendation for SPED testing, initial or re-evaluation
REF-405 October 2015	Exclusionary Factors Worksheet	<ul style="list-style-type: none"> Used to determine if specific factors can be ruled out as the primary causes of a student's lack of progress within general education instruction and/or tiered intervention 	Educator who is recommending referral for SPED testing	<ul style="list-style-type: none"> Include with documentation used to support the recommendation for SPED testing, initial or re-evaluation
REF-406 October 2015	Specific Learning Disabilities Documents Checklist	<ul style="list-style-type: none"> Used to confirm that required steps have been completed prior to referral for SPED testing 	Educator who is recommending referral for SPED testing	<ul style="list-style-type: none"> Include with documentation used to support the recommendation for SPED testing, initial or re-evaluation
REF-407 March 2016	Referral for Comprehensive Evaluation	<ul style="list-style-type: none"> Completed by the IST when the decision is made to refer a student for a comprehensive evaluation for Special Education consideration 	Educator who is recommending referral for SPED testing	<ul style="list-style-type: none"> Include with documentation used to support the recommendation for SPED testing, initial or re-evaluation
REF-408 October 2015	Teacher Checklist: Math Calculation	<ul style="list-style-type: none"> Used to gather specific evidence of a student's classroom academic performance from the Tier I educator 	Educator who is delivering Tier I math instruction to the student	<ul style="list-style-type: none"> Forward completed form to the intervention teacher who is compiling records that support referral
REF-409 October 2015	Teacher Checklist: Math Reasoning	<ul style="list-style-type: none"> Used to gather specific evidence of a student's classroom academic performance from the Tier I educator 	Educator who is delivering Tier I math instruction to the student	<ul style="list-style-type: none"> Forward completed form to the intervention teacher who is compiling records that support referral
REF-410 October 2015	Teacher Checklist: Basic Reading	<ul style="list-style-type: none"> Used to gather specific evidence of a student's classroom academic performance from the Tier I educator 	Educator who is delivering Tier I E/LA instruction to the student	<ul style="list-style-type: none"> Forward completed form to the intervention teacher who is compiling records that support referral
REF-411 October 2015	Teacher Checklist: Reading Comprehension	<ul style="list-style-type: none"> Used to gather specific evidence of a student's classroom academic performance from the Tier I educator 	Educator who is delivering Tier I E/LA instruction to the student	<ul style="list-style-type: none"> Forward completed form to the intervention teacher who is compiling records that support referral
REF-412 October 2015	Teacher Checklist: Reading Fluency	<ul style="list-style-type: none"> Used to gather specific evidence of a student's classroom academic performance from the Tier I educator 	Educator who is delivering Tier I E/LA instruction to the student	<ul style="list-style-type: none"> Forward completed form to the intervention teacher who is compiling records that support referral
REF-413 October 2015	Teacher Checklist: Written Expression	<ul style="list-style-type: none"> Used to gather specific evidence of a student's classroom academic performance from the Tier I educator 	Educator who is delivering Tier I E/LA instruction to the student	<ul style="list-style-type: none"> Forward completed form to the intervention teacher who is compiling records that support referral
REF-414 March 2016	Systematic Observation Form (Certifying Specialist or SPED Teacher)	<ul style="list-style-type: none"> Used by the Certifying Specialist to document observation of student performance in targeted skill/subskill Used by SPED teacher to document 2nd observation of student performance 	<ul style="list-style-type: none"> School Psychologist or other Certifying Specialist SPED Teacher 	<ul style="list-style-type: none"> Include with documentation used to support the recommendation for SPED testing, initial or re-evaluation

Data Notebooks				
Form #	Form Name	Description	Completed By	Disposition
Revision Date				
DN-501	Data Notebook Checklist	<ul style="list-style-type: none"> Guides teacher in creating and maintaining data notebooks; Lists documentation and evidence expectations for teacher data notebooks 	Tier I, II, III, and SPED teachers	<ul style="list-style-type: none"> D/IC completes periodic review of checklist items and retains completed form D/IC provides a copy to the building administrator; Building administrator reviews during TEAM professionalism rubric scoring
October 2015				
DN-502	RTI² Folder Contents Checklist	<ul style="list-style-type: none"> Guides intervention teachers in completing required documentation for data notebooks and student data folders 	Educator who is delivering intervention services to the student	<ul style="list-style-type: none"> Include in data notebook and student data folders
October 2015				
DN-503	Tier I Formative Assessment Analysis Form	<ul style="list-style-type: none"> Documents formative assessment outcomes Informs and drives instructional decision making 	Tier I, II, III, and SPED teachers	<ul style="list-style-type: none"> Place in data notebooks Data Coach completes periodic review
Nov. 2015				
DN-504	Tier I Data Notebook Rubric	<ul style="list-style-type: none"> Guides educators in gathering data that informs Tier I instruction; Allows D/IC to provide feedback that improves the processes of formative assessment and differentiation of instruction 	Data Instructional Coach	<ul style="list-style-type: none"> D/IC completes and then reviews with educator; copy is placed in the data notebook
August 2015				
DN-505	Tier II & III Data Notebook Rubric	<ul style="list-style-type: none"> Guides educators in gathering data that informs Tier II & III interventions; Allows D/IC to provide feedback that improves the processes of formative assessment and differentiation of instruction 	Data Instructional Coach	<ul style="list-style-type: none"> D/IC completes and then reviews with educator; copy is placed in the data notebook D/IC provides a copy to the building administrator; Building administrator reviews during TEAM professionalism rubric scoring
August 2015				
DN-506	Item Checklist: Forwarding RTI² Records to a Transfer School	<ul style="list-style-type: none"> Used when students transfer out of district; Guides the school counselor in compiling RTI² records that are sent to the transfer school 	School Counselor or Interventionist (with assistance from the RTI² teacher)	<ul style="list-style-type: none"> Place in student permanent record when complete; Forward copy with records transfer
April 2015				