

Response To Intervention Process

Tier 1

**Referring
Teacher**

submits **page 1** of *Request for Assistance Form A* to Principal.

Principal

sets up meeting for RTI Team on Google Calendar, sends *Home/Communication Form H* to parent/guardian and forwards copy to Guidance with *Form A*.

School Counselor

completes **page 3** of *Form A* and creates a red folder to be housed in student services file room. Red folder initially includes completed *Forms A* and *H* a blank copy of all other *Forms*.

**Case Manager
(HR Teacher)**

brings red folder to meetings, documents meeting on *Team Recommendations and Status Form I*, and circulates *Sign-In Form F*.

RTI Team

writes PMP, PLP, PSBP (including goals and interventions) during the initial meeting, and plans a follow up meeting in about 25 days.

**Case Manager
(HR Teacher)**

notifies Principal of follow-up meeting time & date.

Principal

schedules follow-up meeting on Google Calendar.

Content Teacher

maintains *Contact Log Form B* to document interventions and student progress toward goals.