

Response To Intervention Process

Tier 2

Referring Teacher	verifies that a completed Form A is already in red folder and emails Principal to schedule meeting OR submits page 1 of <i>Request for Assistance Form A</i> to Principal.
Principal	sets up meeting for RTI Team on Google Calendar, sends <i>Home/Communication Form H</i> to parent/guardian and forwards copy to Guidance (with Form A , as applicable).
School Counselor	files copy of Form H , and verifies that a completed page 3 of Form A is already in red folder along with usable copies of all other forms.
Case Manager (HR Teacher)	brings red folder to meetings, documents meeting on <i>Team Recommendations and Status Form I</i> , and circulates <i>Sign-In Form F</i> .
RTI Team	reviews PMP, PLP, PSBP, updates goals and interventions on the action plan, 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 & Interventionist	each maintains a <i>Contact Log Form B</i> to document interventions and student progress toward goals.