



Response to Intervention (RtI) Plan Step by Step Directions

- Student fails to respond to scientifically-based instruction/intervention despite sustained Tier I efforts (15-18 weeks).
- Teacher notifies campus RtI Coordinator (CIC) and requests RtI Team Meeting.
- Teacher makes formal parent contact to share student's academic and/or behavioral difficulties and informs parent that nurse will schedule conference to access *Health Information* (RtI 5).
- Teacher completes RtI Tier I form (*RtI 1*) on-line and documents major areas of difficulty and Curriculum Guide Evidence of strategies implemented and student response (Teacher accesses *Strategies Link/s* if needed). Demographic information is pre-coded.
- Teacher collects all supporting documentation to take to Tier I meeting (lexile level, assessments, progress monitoring reports, iDataPortal student profile, home language survey, LPAC profile if appropriate, and 2-3 graded work samples in area of concern).
- RtI Coordinator schedules Tier I meeting and includes required RtI Team members including Diagnostician and LSSP as well as other professionals whose expertise/knowledge will contribute to the decision making process (Parent not required).
- RtI Coordinator schedules, chairs, and documents Tier meeting/s and follow-up meeting information on *RtI Student Status Log* (RtI 4) as appropriate for Tiers I, II, and III (*RtI 2 and 3*).
- Upon movement to Tier II, RtI Coordinator provides parent with *Parent RtI Team Meeting Invitation* (RtI 6) and *Notification of Intervention and/or Informed Parent Consent for (RtI) Data Collection* (RtI 7)-VALID FOR ONE YEAR.
- If student is unsuccessful following Tier III intervention, consider referral to instructional services and programs and complete all required paperwork.
- Principal's signature on Tier III (*RtI 4*) denotes all required RtI paperwork has been completed and reviewed.
- Parent and principal must sign before dating the referral.
- Date of initial referral for special education evaluation is critical and constitutes countdown date for specific program services. Evaluation staff is responsible for securing parental consent for evaluation.
- RtI Coordinator utilizes *RtI Required Items Checklist* (*RtI 8*) to ensure that all steps are followed and all required documents are completed and sent to appropriate program/department.
- If not using online system, RtI Campus Tracking Form is completed and maintained on the campus for monitoring purposes.

Additional Resources: RtI Flow Chart and RtI Frequently Asked Questions