

## PARENT FORM ACADEMIC SUPPORT MEETING CHECKLIST

| Core Instruction<br>(Tier I) | Supplemental Intervention<br>(Tier II) | Intensive Intervention<br>(Tier III) |
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### Problem Identification

- Parent submits the RtI form to Mrs. Kampschnieder.
- Mrs. Kampschnieder provides the parent with a list of accommodations, modifications, and strategies which can be used at home prior to implementing formal interventions. Optional: Mrs. Kampschnieder schedules a meeting with teacher.

### Prior to the 1<sup>st</sup> RtI meeting, the following must be documented:

- Documentation of things tried at home to address the area(s) of concern, documentation of time spent on homework or frustration encountered over a two week period
- Contact the teacher regarding the area(s) of concern
  - First contact information: \_\_\_\_\_

### The referring parent should bring the following to the 1<sup>st</sup> RtI meeting:

- Work samples and documentation and observations collected in the area(s) of concern
- Documentation of any outside evaluations, prior assessments, strategies tried and their effectiveness

### Problem Analysis & Plan Development

#### At the 1<sup>st</sup> RtI meeting, the teacher, the parent(s) and Mrs. Kampschnieder will:

- Review all pertinent data and information from a variety of sources (previous teachers, etc.) to consider multiple hypotheses for the cause of the identified problem
- Decide which area(s) should be targeted for interventions
- One intervention will be developed for each area(s) of concern
- Determine which, if any, other staff or parents should be in attendance at the 2<sup>nd</sup> meeting, i.e., Principal, previous teacher, etc.
- A method of progress monitoring will be determined i.e. STAR, WCPM, CBM assessments, etc.
  - Schedule observation(s) in the area(s) of concern. Observations should occur across settings in order to assess academic, functional and behavioral skills. (Observation form is filled out)
- Schedule further assessments with teacher if needed at this time
- Schedule a date for the 2nd RtI meeting

**Plan Implementation**

**After initial RtI meeting, Mrs. Kampschnieder will:**

- Begin additional assessments
- Schedule next meeting within timeline that is reasonable to the situation

**After initial RtI meeting, the referring teacher will:**

- Begin implementing instructional interventions
- Continue to collect student work samples in the area(s) of concern

**Plan Implementation Review**

**The referring teacher should bring the following to the 2<sup>nd</sup> RtI meeting:**

- Further assessments completed
- Relevant work samples

**At the 2<sup>nd</sup> RtI meeting:**

- The team (teacher and Mrs. Kampschnieder) will review the progress monitoring data and any additional information provided through assessments and/or observations by both parties
- The team determines and documents whether the pre-intervention performance gap decreased, increased, or stayed the same during the plan's implementation phase
- The team will decide to continue the plan unmodified, modify the plan, move to Tier III, or discontinue the plan.
- If it is determined that Tier III (working with Mrs. Kampschnieder one-on-one) interventions are needed, a follow up meeting will be scheduled to review the effectiveness of interventions after 9 weeks.

**Plan Implementation**

**After the 2<sup>nd</sup> RtI meeting, Mrs. Kampschnieder will:**

- Begin additional assessments, monitor progress with identified assessment, and observations of student.

**After the 2<sup>nd</sup> RtI meeting, the referring teacher will:**

- Continue to implement plan, instructional interventions, and monitor progress

**Plan Evaluation**

**Yvette will bring the following to the 3<sup>rd</sup> RtI meeting:**

- Results of assessments
- Further recommendations and instructional intervention plans

**The referring teacher should bring the following to the 3<sup>rd</sup> RtI meeting:**

## PARENT FORM ACADEMIC SUPPORT MEETING CHECKLIST

- Relevant work samples and progress monitoring data
- Results of any additional assessments and/or observations

### **At the 3<sup>rd</sup> Rti meeting:**

- Team reviews the progress monitoring data and any additional information provided through assessments and/or observations
- Team determines and documents whether the pre-intervention performance gap decreased, increased, or stayed the same during the plan's implementation phase
- A method of progress monitoring for Tier III will be determined for each intervention and results recorded on the Rti Summary form
- Team schedules a meeting with parents at this point to continue open communication in regards to progress and further assessments and plans