**RTI Planning Guide School : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_**

**Tier 1**

**Universal Screening – Assessment Planning, Scheduling and Reporting**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Domain | Measure | Assessment Window | | Person(s) Responsible for Assessment | Person(s) Responsible for Readying Report(s) | Benchmark Criteria per grade | | | | | |
|  |  |  |  |  |  |
| Reading/ ELA |  | Fall  Winter  Spring |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Math |  | Fall  Winter  Spring |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Behavior |  | Fall  Winter  Spring |  |  |  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
| Work Habits\* |  | Fall  Winter  Spring |  |  |  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
| Attendance | Days Absent | Fall  Winter  Spring |  |  |  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |

**\***optional depending on needs of school.

**Data Analysis for Tier 1**

**School-wide Universal Screening Data Analysis and Planning**

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| --- | --- | --- | --- | --- |
| Who | When | What | Review Meeting Dates | Task(s) |
| Designate specific committees | During team/ committee meetings | Review all universal screening data reports for school-wide planning. | Fall | Discuss data and plan school-wide initiatives to meet needs that are evident for the whole school.  Complete: *Tier 1 Data Analysis and Planning Form*  Plan: *Determine how results will be shared.* |
| Winter |
| Spring |

**Grade-Level and Content Area Universal Screening Data Analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Who | When | What | Review Meeting Dates | Task(s) |
| Grade-level Teams  Vertical Teams Math & ELA/Literature | During Grade-Level Team Meetings or Vertical Team Meetings | Review universal screening data reports for grade level. Person(s) Responsible for readying reports?  Grade –level reports of all student data will be prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Fall Grade-Level  planning period week of | Discuss data and plan initiatives to meet needs that are evident for students in your grade level.  Complete: *Tier 1 Data Analysis and Planning Form*  Submit Plan to Admin & RTI Committee |
| Fall Vertical Team |
| Winter Grade-Level  Planning period week of |
| Winter Vertical Team |
| Spring Grade-Level  Planning period week of |
| Spring Vertical Team |
| Grade-level Teams | During Grade-Level Team Meetings | Identify students who did not meet the benchmark in one or more areas.  Grade –level reports of students not meeting benchmarks will be prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Person(s) Responsible for updating school-wide RTI List:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Person (s) responsible for completing the Tier 2 intervention form (s).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | This discussion may occur at the same time as above; however, this may not be possible.  Individual student data should be reviewed within two weeks of meeting dates above.  Progress monitoring data for each intervention plan should be collected at least every three weeks.  Progress monitoring data points over time must be graphed. | Identify Students who did not meet the benchmark in one or more areas. Based on the data and what you know about the student, determine if a Tier 2 plan is appropriate.  Complete: *Tier II Intervention Plan* for each student identified.  Upload the plan to the RTI tab on infinite campus.  Update your school RTI List.  Put in request to change flag on Infinite Campus if the flag is not correct. |

**TIER 2**

**Grade-Level Individual Student Data Analysis**

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| --- | --- | --- | --- | --- |
| Who | When | What | Review Meeting Dates | Task(s) |
| Grade-level Teams | During Grade-Level Team Meetings  How often will teams meet to discuss Tier 2 student intervention plans?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Ex: Twice per month.- 1st and 3rd week of each month.  Discuss whether a parent conference is meeting. Note: all parent conferences are not Tier 2 meetings. | Review Tier 2 intervention plans created above.  Person(s) Responsible for updating school-wide RTI List:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Person (s) responsible for completing the Tier 2 intervention form (s).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tier 2 plans should be reviewed in grade-level meetings. These should be scheduled for each student every 6- 8 weeks.  Progress monitoring data for each intervention plan must be collected at least every three weeks.  Progress monitoring data points over time must be graphed. | Determine the student’s response to the intervention in place.  Amend the Tier 2 plan if needed or based on the data and what you know about the student, determine if a Tier 3 plan is necessary.  Complete minutes for each student when movement to a different Tier is recommended.  Copies of plans and minutes should be placed in the student’s RTI Folder.  If referral to Tier 3 is recommended notify AP. The student’s RTI folder must be reviewed by the AP  Note: requests to move to Tier 3 **MUST BE** accompanied by plans that have been reviewed and where progress monitoring data is provided. |

**Progress Monitoring for Tier 2**

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| --- | --- | --- | --- | --- | --- |
| **Domain** | **Measure** | **Schedule of Data Collection** | **Person responsible for tracking/ aggregating data** | **Person responsible for graphing the results?** | **How will results be graphed?** |
| **Reading/ ELA** |  |  |  |  |  |
| **Math** |  |  |  |  |  |
| **Behavior** |  |  |  |  |  |
| **Work Habits** |  |  |  |  |  |
| **Attendance** |  |  |  |  |  |

**Admin will determine if sufficient data exist to move to Tier 3. If so, an SST meeting will be scheduled.**

**Tier 3/Student Support Team (SST) Meetings**

**Grade-Level Individual Student Data Analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Who | When | What | Review Meeting Dates | Task(s) |
| SST  Includes:  AP, Parent, ALL teachers, Psych, Guidance  Others as needed:  SPED, SLP, ESOL, etc. | During Planning times or after school.  SST Meetings to be scheduled  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Ex: 2nd and 4th Tuesdays of the month or every wednesday | Create and Review Tier 3 intervention plans.  Who will schedule SST meetings?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Person (s) responsible for completing the Tier 3 intervention form (s).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Person(s) responsible for minutes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Person(s) Responsible for updating school-wide RTI List:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tier 3 plans should be reviewed in SST meetings. These should be scheduled for each student every 6- 8 weeks.  Progress monitoring data for each intervention plan must be collected at a minimum of every three weeks, though more frequent is better practice.  Progress monitoring data points over time must be graphed. | Determine the student’s response to the intervention in place.  Amend the Tier 3 plan if needed or based on the data and what you know about the student.  Complete minutes for each meeting.  Minutes and Intervention plans should be placed in the student’s RTI Folder.  If student has had 12 weeks of intervention, invite school psych to meeting to assist with deciding if referral for evaluation for Tier 4 is recommended notify Psych.  Note: requests for evaluation for Tier 4 **MUST BE** accompanied by plans that have been reviewed and where progress monitoring data is provided. |

**Progress Monitoring for Tier 3**

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| --- | --- | --- | --- | --- | --- |
| **Domain** | **Measure** | **Schedule of Data Collection** | **Person responsible for tracking/ aggregating data** | **Person responsible for graphing the results?** | **How will results be graphed?** |
| **Reading/ ELA** |  |  |  |  |  |
| **Math** |  |  |  |  |  |
| **Behavior** |  |  |  |  |  |
| **Work Habits** |  |  |  |  |  |
| **Attendance** |  |  |  |  |  |