

PRELIMINARY RTI MEETING GUIDE

The RTI Team Coordinator should use this form as a script or as a resource to guide the RTI Team meeting.

“Welcome to this initial RTI Team meeting. We are meeting today to discuss concerns regarding _____.

The purpose of this meeting is for all of us to work together to come up with practical ideas to help _____ become more successful in school. I am the facilitator for today’s meeting.

The person taking notes during the meeting will be _____.

The case manager for this student will be _____. You can expect this meeting to last about _____ minutes. By the time you leave, we should have a complete student intervention plan put to together to help address your concerns. Before we begin, let’s introduce each person who is here to participate in the problem solving process today. Please state your name and relationship to the student.

Our team has a lot to cover today and a limited amount of time in which to do it. To help us work efficiently and not waste your time, we will follow a structured problem solving model that goes through several stages.

Together this team will:

- Assess major concerns regarding this student
- Choose the concern that is most foundational to the problems being addressed
- Set specific and measurable goals for improvement
- Design an intervention plan with strategies to help the student improve
- Assign an interventionist to implement the plan and someone to monitor the progress of the intervention
- Set a time to reconvene and assess the success of the intervention
- Administrator will complete a fidelity check

As the student’s teacher, your input throughout the discussion is important. Please let us know at any time if you have any questions for suggestions. Our meeting will not be a success unless we all feel that the intervention ideas that we determined will address the student’s difficulties and are feasible for implementation.

We ask that all conversations that take place during this meeting be kept confidential.