

RTI ORDER OF PROCEDURES CHECKLIST

Note: The requesting teacher may or may not be responsible for filling out each form. This is a building decision based on individual data. Consult an RTI Team member with any additional questions or for support in completing the forms.

- ___ 1. The Data Team or Classroom Teacher identifies the foundational problem
 - Analyze all assessment data, including grades, state and district assessments, and behavioral data. Examples are: CSAP, NWEA, Edison, TeraNova, Ed Performance, Get It Got It Go, DIBELS, AIMSweb, SWIS, etc.
 - Observe patterns in behavior or classroom performance
- ___ 2. Classroom Teacher will document universal interventions used for 6-8 weeks (as listed on Universal Interventions and Problem Identification Form) by making changes in instructional Focus, Intensity, or Time.
- ___ 3. If student does not respond to universal interventions, Data Team assigns student to Tier 2 or Tier 3 Standard Protocol Intervention with progress monitoring for 6 to 8 weeks.

If the student's data indicates the student is not on track to catch up with typical age peers:

- ___ 4. Fill out INITIAL RTI and UNIVERSAL INTERVENTIONS & PROBLEM-IDENTIFICATION INFORMATION Forms
- ___ 5. Conduct PARENT INTERVIEW or have parent complete PARENT CONTACT AND INFORMATION FORM
- ___ 6. Conduct student interview using STUDENT INTERVIEW Form
- ___ 7. Complete CLASSROOM OBSERVATION Form
- ___ 8. Conduct a PRELIMINARY RTI MEETING using the student's data to identify needs and to develop interventions for the student and schedule RTI INTERVENTION REVIEW MEETING
- ___ 9. The student will be Progress Monitored at least weekly, for 6 to 8 weeks, prior to RTI INTERVENTION REVIEW MEETING
- ___ 10. FIDELITY CHECK by administration for this intervention during the 6 to 8 weeks of progress monitoring
- ___ 11. Invite the Parent/Guardian to the scheduled RTI INTERVENTION REVIEW MEETING by calling or using the RTI PARENT INVITATION Letter
- ___ 12. Team coordinator contacts the School Psychologist from BOCES, who may contact other specialists as appropriate, such as School Social Worker, Speech Pathologist, etc., for the RTI INTERVENTION REVIEW MEETING
- ___ 13. At the RTI INTERVENTION REVIEW MEETING(S), complete the ATTENDANCE LOG and the RTI RESEARCH-BASED PRESCRIPTIVE INTERVENTION PLAN
- ___ 14. At each RTI INTERVENTION REVIEW MEETING, the team will review all data and determine whether to:
 - a) Continue intervention with progress monitoring and schedule another Review Meeting
 - b) Change the intervention with progress monitoring and schedule another Review Meeting
 - c) Return to Universal (Core) program with progress monitoring
 - d) Consider eligibility for special education (see Referral for Special Education Evaluation in SLD Guidelines pg. 39 to ensure all questions regarding student's involvement in RTI process have been addressed prior to SPED consideration)