

MTSS Meeting Agenda (Bias-Aware)

Step	Who	Time	Guiding Questions	Bias-Aware Questions/Equity Checks
Pre-Work: Complete the request for assistance form and bring graphed progress monitoring data, implementation data, sample student work, and rubris, and/or other relevant available diagnostic data	Referring teacher/MTSS Chair	Before Meeting	Is progress monitoring data aligned to the student's need? Does data demonstrate need for tiered support?	Are multiple data sources included? Is data descriptive rather than interpretive? What patterns appear across time/settings?
1: Introduce Meeting	Facilitator	2 min		How will we ensure all voices are heard? What norms will keep us focused on data?
2: Describe Student & Share Data (NOTE: Provide more objective data than subjective data; provide balance discussion of student strengths and skill gaps)	Referring Teacher	5 min	What does the data state about the skill level? What does this level mean relative to standards?	What observable evidence supports claims? What strengths are visible? Would we describe this data the same way for another student?

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3: Clarifying Questions & Hypothesis Ask clarifying questions to create a hypothesis of intervention/strategy dosage and frequency relevant to the student's need	Team	5 min	What skills need practice? What strategies address those skills? What is our hypothesis?	What evidence might challenge our hypothesis? Has the student had access to Tier 1 instruction? What adult variables can we adjust?
4: Review Evidence-Based Strategies	Team	8-10 min	What strategies are proposed? What are the top 3? What dosage/frequency is needed?	Would we recommend this strategy for any student with this data? Are strategies culturally responsive? Are we choosing familiarity over fit?
5: SMART Goals	Team	5-7 min	What will be accomplished? What data will measure success? What is the timeline?	Is the goal based on baseline data? Are success criteria observable? What adult actions are required?
6: Wrap-Up & Next Steps	Facilitator	3 min		What data will we review next? Who is responsible for implementation? How will fidelity be monitored?