Sample Questions & Answers for RTI Forms

Why do I need to use these forms?

The *Problem Solving Request*, *Initial Team Meeting*, and *Follow-Up Team Meeting* forms correspond with the RTI process that schools are beginning to implement. They may replace the Student Intervention Team/Student Assistance Team forms that your school already uses. These forms will document a teacher's initial concern, the informal accommodations/modifications that he/she has already attempted with the student, and formalized plans for intervention.

When do I use these forms?

The *Problem Solving Request* form will be used when a teacher has a concern for a student in his/her class. He or she will complete the form <u>prior</u> to a formal RTI Team meeting. Teachers will be responsible for describing specific areas of concern, along with data from universal screenings, classroom performance, and informal accommodations/modifications they have already attempted. Principals may wish to review these *Problem Solving Request* forms prior to scheduling a meeting.

The *Initial Team Meeting* form will be completed the first time the Team sits down to review a *Problem Solving Request* form. The Team will use this form to establish a goal and specify the conditions under which intervention will be supplied to the struggling student. A second meeting date will be set after the allotted intervention time in order to review student progress.

> On the *Initial Team Meeting* form, you must document the student's performance on grade-level probes from the Universal Screening next to, "**<u>Academic Concern</u>**." If they are not performing at grade-level, you will have to complete a, "**Survey Level Assessment**." Survey Level Assessment is a process to determine the actual grade-level at which a student is successful, by administering probes successively by lower grades levels until an average score is obtained. Speak with your School Psychologist to learn more about this process.

The *Follow-Up Team Meeting* form will be completed when the Team reconvenes to review progress the student has made while receiving intervention. The Team will document any additional data that have been obtained, and determine if the goal has been met. At this time, they will decide the next appropriate action, and if needed, schedule the next meeting time.

***Remember:** All goals will be created and evaluated by looking at student progress on CBM probes, (AIMSweb, DIBELS, etc.).

Do I need to fill out a referral form before going to a meeting?

Yes. In order to make the most of the Team meeting time, the *Problem Solving Request* form should be completed in full before sitting down to discuss the problem in more detail. By doing this, priority is given to brainstorming the most appropriate intervention, setting a goal, and helping each Team member understand their responsibilities in relation to the plan.

Who completes the forms?

As described above, the *Problem Solving Request* form will be completed by the classroom teacher prior to an initial Team meeting. The *Initial Team Meeting* and *Follow-Up Team Meeting* forms will be completed by members of the RTI Team.

Who might be on my RTI Team?

Members of the RTI Team may be a variety of school staff and professionals. Your RTI Team may actually replace your Student Intervention or Student Assistance Team. The student's classroom teacher MUST attend the RTI planning meeting.

Additional members may include:
School Principal
Guidance Counselor
Special Education Teacher
Title I/ Remedial Teacher
School Nurse
Additional General Education Teachers from the same or different grade levels.
Speech Language Pathologist
School Psychologist
Social Worker

Each Team should also choose roles for each member, including a Team Leader, Data-Mentor, Secretary/Note-Taker, Time-Keeper, and, if possible, File Keeper.

Who keeps a copy of these forms?

Each school will create a system to organize student files. Principals may wish to keep original copies of the RTI Team meetings in their own offices. Classroom teachers and anyone else responsible for implementing the intervention plan should keep a copy of their own. Importantly, these plans include personal information regarding individual students, and as such, should be viewed as confidential. All Team members will need to take measures to keep this information within the venue of the RTI Team meeting.

I want to change information on my intervention plan. What do I do?
If in the midst of providing intervention services the teacher and/or implementer believe that the plan is not accommodating the student's needs, they should approach the Team Leader and schedule a new Follow-Up Team Meeting. If an intervention is NOT working, it is imperative to reconsider the plan in order to make the most of the time we have to work with the student.