

RTI Tip Sheet

Collect class data; identify students in need of support (students below grade level).

Tier II

1. Make a GREEN RTI folder. You will be using this folder to save all RTI related documentation, and it will go in the C-1 at the end of the year, when the student exits RTI, or when a student moves. This will ensure that the process can continue without interruption.
2. Meet with your RTI team/Grade Level Team to design the Tier II intervention. The team will review the data, and will also design an intervention which meets the student's individual needs. Please refer to the RTI Elementary or Intermediate Model for the list of Tier II Resources: Materials and Personnel.
3. Add the intervention goal in STAR Reading or Math. (See STAR RTI guide)
4. Complete the *Tier II Targeted Small Group Intervention Strategies*. (Yellow RTI Form 102R or 102M)
5. Complete the *Tier II Notice of Educational Intervention* (Yellow RTI Form 104), make a copy for the RTI folder, and send the notice to the parent, along with a copy of the *RTI Primer for Parents*.
6. Progress monitor the student using STAR Reading or Math a minimum of every four weeks.

Decision Point

Generate STAR Reading or Math progress monitoring report. Review your data to determine what you will do next. (This is referred to as a “**decision point**.”) Refer back to the *Tier II Targeted Small Group Intervention Strategies* (Yellow RTI Form 102R or 102M), and make a decision from the options listed next to “**Decision Point**.” Check the box next to the decision made. If you choose to modify the intervention, you will document this on RTI Form 102R or 102M and in STAR Reading or Math. (See STAR RTI Quick Reference)

Tier III

At your decision point meeting, if it is determined a student will move to Tier III, the following will need to be completed.

1. Complete the *Tier III Notice of Educational Intervention* (Pink RTI 105), make a copy for the RTI folder, and send the notice to the parent.
2. Meet with your RTI team/Grade Level Team to design the Tier III intervention. The team will review the data, and will also design an intervention which meets the student's individual needs. Please refer to the RTI Elementary or Intermediate Model for the list of Tier III Resources: Materials and Personnel.
3. Add the intervention goal in STAR Reading or Math. (See STAR RTI guide)
4. Complete the *Tier III Small Group or Individual Intervention Strategies* (the pink RTI 103R or 103M) for Math or Reading.
5. Progress monitor the student using STAR Reading or Math every two weeks.

Decision Point

Generate STAR Reading or Math progress monitoring report. Review your data to determine what you will do next. (This is referred to as a “**decision point**.”) Refer back to the *Tier III Small Group or Individual Intervention Strategies* (Pink RTI Form 103R or 103M), and make a decision from the options listed next to “**Decision Point**.” Check the box next to the decision made. If you choose to modify the intervention, you will document this on RTI Form 103R or 103M and in STAR Reading or Math. (See STAR RTI Quick Reference)

Referral

1. If the decision is made to consider referral for educational evaluation, all of the forms should be completed, signed and placed into the green RTI folder, including STAR Progress Monitoring chart.
2. *Teacher Report of Educational History and Parental Report of Social and Developmental History* must be completed and added to the RTI folder at this time.
3. Refer to *Educational Evaluation Process* at http://rcsweb03.rcs.k12.in.us/programs/ese/new_forms_special_ed.htm