

Establishing the Rtl Committee

Secondary Rtl Committee Roles & Responsibilities

(At the secondary level, there will be a Rtl committee formed per grade level)

Chairperson (Administrator):

Attends and handles the logistics of Rtl team meetings

Initially reviews teacher/grade level team referrals to ensure that each referral is complete

Organizes the scheduling of referrals and problem-solving teams; maintains a record list of all referred students

Follows up with teacher(s)/grade level team after Rtl team meetings to ensure that the intervention plan is running smoothly

Monitors teachers documentation of all updates/interventions

Facilitator (Counselor):

Meets with the teacher(s)/grade level team briefly prior to the initial Rtl meeting

Opens the meeting with a brief overview of concerns from teachers(s)/grade level team

Creates a record of the intervention meeting, including a detailed plan for intervention and progress-monitoring (Specifically include a sign in sheet, notebook, and system of record keeping)

Ensures that all relevant information needed is obtained and recorded

Keeps the meeting notes and forms (Teachers will keep Tier 2 and 3 folders to monitor progress)

Timekeeper (Principal's designee, ex: Team Leader):

Monitors the time allocated to each stage of the meeting and informs members when that time has expired

Schedules the location of the meeting

Notifies team members of time, location, and date of referral meeting

Contacts parent/guardian of time, location, and date of referral meeting

Request for Rtl Meeting

Tier __ Request for Rtl Meeting

Request Date: _____

Teacher Name: _____

Student Name: _____

Administrator: _____

Student ID #: _____

Has the parent been contacted? Please list time and date of contact.

List any referral/review information:

What interventions have been used? What were the results? Attach documentation.

Has the student had any discipline issues: Be specific:

Recommendation and Notes:

Follow-up Meeting Scheduled: _____

Secondary Rtl Student Information Check

Student Information:

_____	Vision and Hearing	Nurse
_____	Parent Contact Information	Parent
_____	Attendance History	Data Clerk/AP
_____	Student Progress Monitoring Data	Teacher(s)
_____	Student Behavior Management Plan	Teacher(s)/AP
_____	Discipline Referrals	AP

Contact and Conference Records:

_____	Parent Contacts	Teacher(s)
_____	Parent-Teacher Conferences	Teacher(s)
_____	Student Conferences	Teacher(s)

Teacher and Classroom Information:

_____	Teacher Information	Teacher(s)
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Specialists/Student Support Consultations:

_____	Consultations Completed	Specialists/Student Supports
_____	Consultations Completed	Specialists/Student Supports

Assessments:

_____	Graduation Plan	Data Analyst/Counselor
_____	EOC Scores	Data Analyst/Counselor
_____	STAAR Scores	Data Analyst/Counselor
_____	Campus-based assessments	Data Analyst/Counselor
_____	Progress Reports	Data Analyst/Counselor
_____	Report Cards	Data Analyst/Counselor

Rtl Meeting Agenda

Tier ___ Rtl Meeting Agenda

- Assign a record keeper and timekeeper (keep notes and minutes)
- Introductions (2 minutes)
- State the purpose of the meeting (5 minutes)
 - What is the specific concern?
 - Discuss specific data.
- Review past and current intervention strategies (5 minutes)
 - Did the student show any growth?
 - Where are the learning gaps?
- Are the gaps in learning related to discipline and/or attendance? (3 minutes)
 - Has the student been in OCI this school year?
 - Has the student been in alternative school in the past year or two?
- Determine if the student needs an evaluation (Tier 3 only)?(2 minutes)
- Determine what TIER the student needs to be placed in? (3 minutes)
- Develop an intervention plan for the student to address specific learning needs?
- Schedule the Follow-up Meeting.