

Manage Student: Rtl Events

Rtl Modified PMP


Modified Tier 1 PMP

Progress monitoring data can be used to modify the existing Progress Monitoring Plan. When the Progress Monitoring Plan is locked and the Rtl Modified PMP event is initiated, data from the original progress plan will populate.

Progress Monitoring Plan

Meeting Minutes

Uploads (0)



Student Name:

Constance Urrutia

Student ID:

147312

Gender:

M

Grade:

08

Campus:

Coast Middle School

DOB:

12/31/1969

Parent:

Oxgahk Oxgahk

Address:

ZJPO LJLJKJ, JU 11323

Phone:

A. Student Need:

Teacher Name:

Ms. Foster

Date Completed:

01/09/2019

Strength(s):

Constance has strong basic computation skills, understands the rules for adding/multiplying integers and can solve one step word equations and problems.

Evidenced By (Data or Observation):

Class work, class assessments, curricular probes.

Area(s) of Need:

Constance continues to struggle with applying integer rules for solving multi-step equations and word problems.

Evidenced By (Data or Observation):

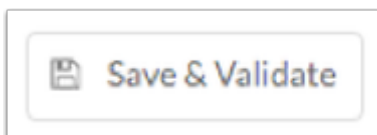
Classwork, class assessments, curricular probes.

B. Intervention Plan for Targeted Area of Need:

1. What area of need does this plan address?

This plan will address Constance's lack of skill with applying integer rules for solving multi-step equations and word problems.

1. Click into the field to be updated. The field will highlight in yellow as data is updated. The existing data can be totally removed or you can just add the new data as space allows.
2. Click **Save & Validate**.



Meeting Minutes


- 1. Complete Meeting Minutes** and all required fields highlighted in red.

Meeting Minutes Save

Date: Event: MTSS Tier 2 Initial Meeting Documented By:

Meeting Minutes documented

body

 Please add minutes for each day "MTSS Tier 2 Initial Meeting" takes place. Do not add minutes for the same day.

Add minutes

2. Enter the **Date**.

Date:

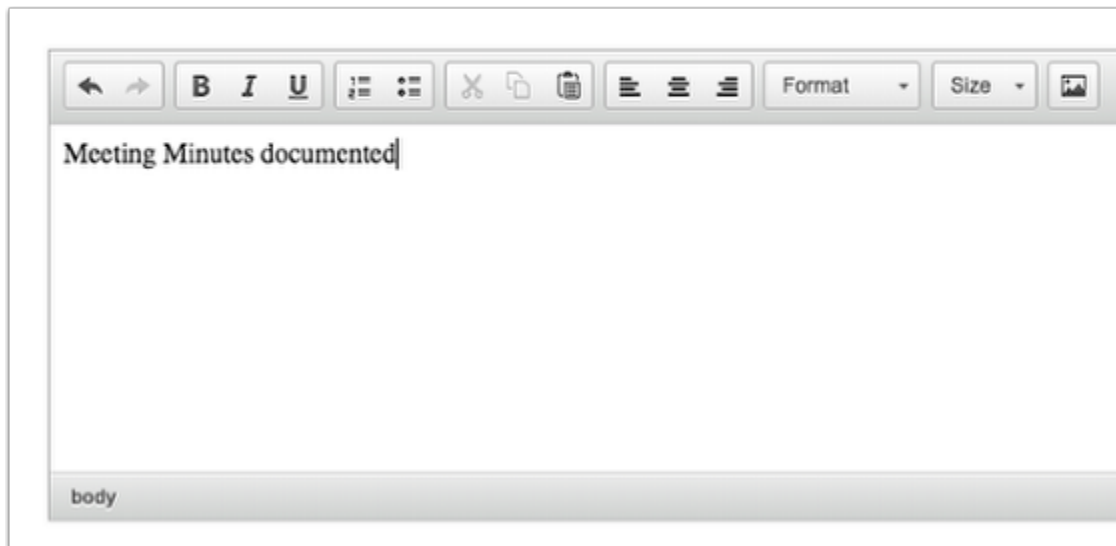
May 2018

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3. Enter who the form is being **Documented By**.

Documented By:

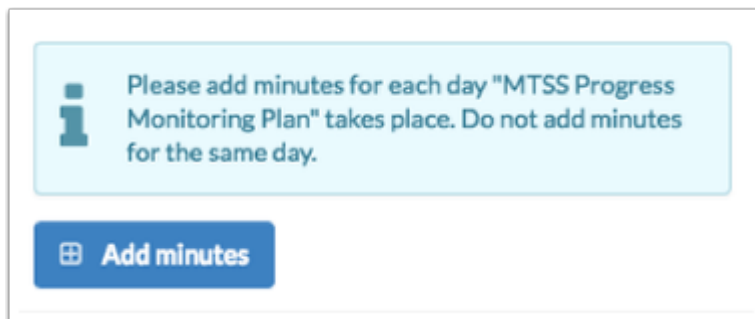
4. Enter meeting minutes in the text box. Minutes can be typed in or copied and pasted from a Word document. The user must enter at least three words in text box in order to be able to save.



5. Click **Save**. Users can add to the text field after pressing save if it is during the meeting.



6. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress.



Uploads

Uploads can be used to add documentation to an event, such as student work samples or forms completed by the parent/guardian of the student. (Optional)

1. Once the Uploads tab is clicked, an upload/scan field will display.



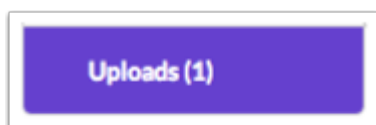
2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.



3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.



4. The number of uploads will display in parenthesis on the side menu.



Parent Meeting Notification

This event includes a two-part form, the Rtl Parent Notification Memo and the Rtl Meeting Notification; both forms are required to send to the parent/guardian. The Parent Data Form is optional but can also be included with the Rtl Parent Notification Memo and the Rtl Meeting Notification.

Rtl Parent Notification Memo

✓ Rtl Parent Notification Memo

✖ Rtl Meeting Notification

✖ Parent Data Form

Uploads (0)

FOCUS

Student Name: Diane Maya Student ID: :00011916 Gender: M
Grade: 09 Campus: Focus West High School - 0101 DOB: 12/31/1969
Parent: Parent Parent Address: 560 Ocean Dr. Phone:
Focus Isle, FL 89345

Parent - Response to Intervention Notification

MEMORANDUM

TO: Parents/Guardians of:

FROM: Rtl Facilitator:

DATE:

RE: Response to Intervention(Rtl) for Your Child

The School District utilizes the problem solving model, Response to Intervention (Rtl), to support students within the instructional setting. Rtl is a process designed to address the needs of all students and serves as an early intervention for struggling learners to prevent long-term academic failure. Staff members meet to review student performance and to identify areas of needed support.

1. Enter the name of the Campus Facilitator.

FROM: Rtl Facilitator:

2. Select the **Date**.

DATE:

RE: Mul

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August 2018

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3. Enter the name of the person that the form should be returned to.

Please Return To:

4. Select the Return Date.

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Please Return

Return By:

August 2018

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			29	30	31	


Date (mm/dd/yyyy)

5. Enter the Point of Contact and the Phone Number.

Point of Contact:

Phone:

6. Click **Save & Validate**.

 Save & Validate

Rtl Meeting Notification

1. Select the **Date Provided**.

Date Provided:

Meeting Notification

An Rtl Team meeting is required for all students who are identified as having a disability and who are receiving interventions and services.

Meeting Type

☐ Tier 1 Meeting
 Tier I includes the identification of students who are at risk of academic and behavioral difficulties and may be identified for interventions and services.

☐ Tier 2 Meeting
 Tier II includes the identification of students who are at risk of academic and behavioral difficulties and may be identified for interventions and services.

August 2018

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2. Select the **Meeting Type**.

Meeting Type

☐ **Tier 1 Meeting**

Tier I includes the continued implementation of high-quality, scientifically based instruction provided by qualified personnel to ensure that student difficulties are not due to inadequate instruction. All students are screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support. Within Tier 1 additional supports may be identified to target student learning.

☐ **Tier 2 Meeting**

Tier II includes all the elements of Tier I and targets students who are not making the desired level of progress in response to previously identified interventions. Efforts are made during Tier II to identify additional interventions and supports that are more specific to the individual students needs.

☐ **Tier 3 Meeting**

Tier III includes all of the elements of Tier II and focuses on intensive interventions that target student skill deficits. Adjustments are made to the frequency and group size of the intervention efforts. Students who do not experience the desired level of improvement at Tier III may be referred for a comprehensive evaluation and considered for eligibility for Section 504 or for eligibility for special education services under the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Data collected during Tiers I, II and III are included and used to make eligibility decisions.

☐ **Implementation Progress Review Meeting**

☐

Tier 2 Review

☐

Tier 3 Review

3. Identify the meeting information such as **Date**, **Time**, **Campus** and **Location**.

While parents are not required to attend or participate in the RtI process, your attendance and participation would be greatly appreciated.

The meeting is scheduled for:

Date:

Time:

Campus:

Focus West High School - 0101

Location:

4. Identify the person of contact for the meeting by entering the phone number of the person, name of the person to return the form to, and the date to return the form by.

If you have any questions, please call:

RETURN THIS FORM TO:

By:

Date

5. Click **Save & Validate**.



Save & Validate

6. Print the **Parent Data Form** to include with the **RtI Parent Notification Memo** and **RtI Meeting Notification**.

 Be sure to disable the Draft watermark before printing.

Uploads

Use the Uploads tab to upload any documentation to include documents returned from the parent/guardian such as Parent Meeting Notification and the Parent Data Form.

1. Once the Uploads tab is clicked, an upload/scan field will display.

A screenshot of a web interface showing a large rectangular upload area. At the top right of this area, there is a grey bar containing the text "(Drag files to upload)", a "Select" button, and a small scan icon.

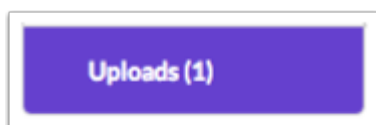
2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.

A screenshot of the same web interface as above, but with a black rectangular box highlighting the "Select" button and the scan icon in the top right corner of the upload area.

3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.



4. The number of uploads will display in parenthesis on the side menu.



Rtl Progress Monitoring Plan


This step will initiate the default Focus Rtl process for the student. Student demographic fields will auto populate from the SIS student record and links to student Test History and Gradebook Grades are provided on specific forms.

Progress Monitoring Plan

Progress Monitoring Plan

Meeting Minutes

Uploads (0)



Student Name: Diane Maya

Student ID: 00011916

Gender: M

Grade: 09

Campus: Focus West High School - 0101

DOB: 12/31/1969

Parent: Parent Parent

Address: 560 Ocean Dr.
Focus Isle, FL 89345

Phone:

A. Student Need:

Progress Monitoring Plan

Teacher Name:

Date Completed:

Strength(s):

Evidenced By (Data or Observation):

Area(s) of Need:

Evidenced By (Data or Observation):


B. Intervention Plan for Targeted Area of Need:

1. What area of need does this plan address?

- 1. Complete the form and all required fields of the **Rtl Progress Plan** that are highlighted in red.**

i Be sure to complete the fields at the bottom of page 1 to set the date for followup and the type of parent followup before saving and printing the form.

- 2. Click **Save & Validate.****

 Save & Validate

- 3. Complete page 2 of the PMP during/after the parent followup indicated at the bottom of page 1.**

Meeting Minutes

- 1. Complete Meeting Minutes** and all required fields highlighted in red.

Meeting Minutes Save

Date: Event: Documented By:

Meeting Minutes documented

body

Please add minutes for each day "MTSS Tier 2 Initial Meeting" takes place. Do not add minutes for the same day.

Add minutes

2. Enter the **Date**.

Date:

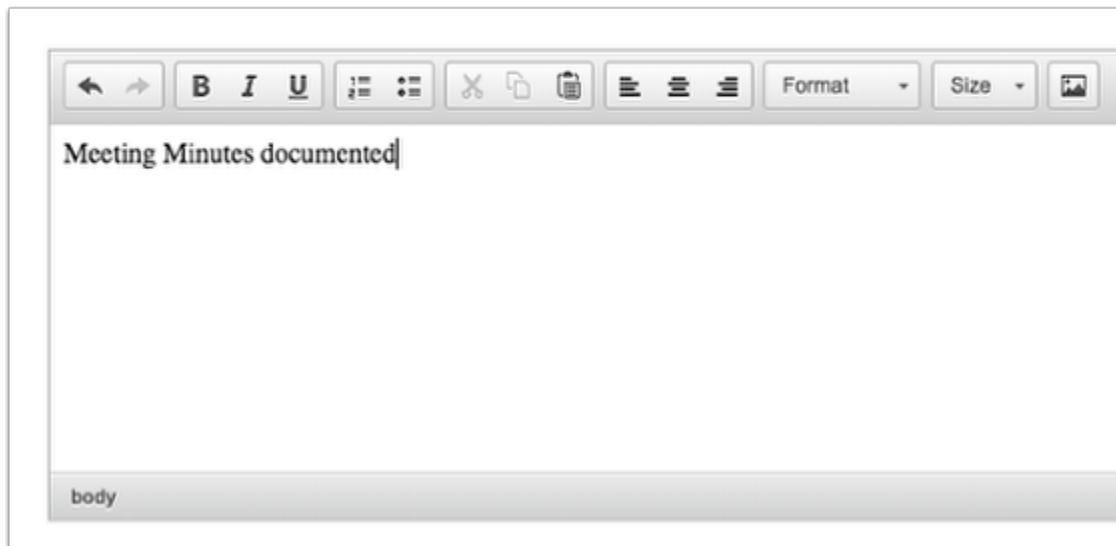
May 2018

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13	14	15	16	17	18	19
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27	28	29	30	31		

3. Enter who the form is being **Documented By**.

Documented By:

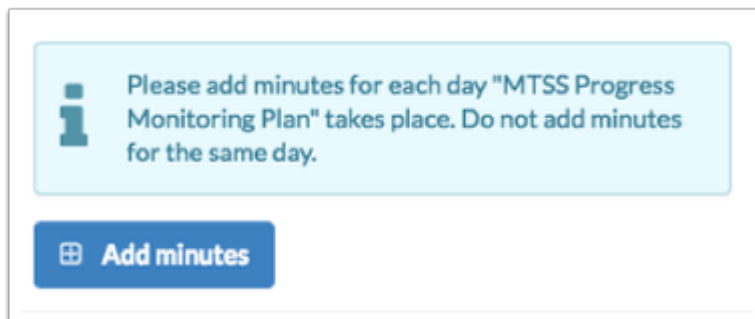
4. Enter meeting minutes in the text box. Minutes can be typed in or copied and pasted from a Word document. The user must enter at least three words in text box in order to be able to save.



5. Click **Save**. Users can add to the text field after pressing save if it is during the meeting.



6. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress.



Uploads

Uploads can be used to add documentation to an event, such as student work samples or forms completed by the parent/guardian of the student. (Optional)

1. Once the Uploads tab is clicked, an upload/scan field will display.



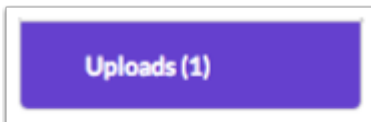
2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.



3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.



4. The number of uploads will display in parenthesis on the side menu.




RtI Referral

The RtI Referral can be initiated by more than one of the student's teachers.

Student Data Form

Student Data Form

Uploads (0)



Student Name: Constance Urrutia

Grade: 08

Parent: Oygahk Oygahk

Student ID: 147312

Campus: Coast Middle School

Address: ZJPO LJLKJ, JU 11323

Gender: M

DOB: 12/31/1969

Phone:

Date Completed:

Date

Teacher Name:

Rtl Student Data Form

(to be completed before the first Rtl Team Meeting)

Area(s) of Concern - WHY ARE YOU REFERRING TO THE Rtl TEAM?

(Upload any supporting documentation.)

For the following characteristics, check all that apply:

Classroom Interaction with Teacher

Work Behavior

Classroom Interaction with Peers

☐ Demands teacher attention

☐ Difficulty following sequential directions

☐ Interacts with peers inappropriately


☐ Appears inattentive; easily distracted

☐ Inconsistent performance from day to day

☐ Disturbs others

1. Complete the form and all required fields of the **Teacher Input Form** highlighted in red.

2. Click **Save & Validate**.



Save & Validate

Uploads

Uploads can be used to add documentation to an event, such as student work samples or forms completed by the parent/guardian of the student. (Optional)

1. Once the Uploads tab is clicked, an upload/scan field will display.

Manage Student: Rtl Events

Page 16



2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.



3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.

1. Select the **Initial Meeting Date**.

The screenshot shows a form with the following fields and options:

- Initial Meeting Date:** A date picker showing August 2018. The date 2 is highlighted in yellow.
- Meeting Type:** Radio buttons for T2 and T3. T2 is selected.
- Retentions:** A checkbox labeled "None" is unchecked.
- Attendance:** A red rectangular box.
- Previous Plan Initial:** A text input field.
- Diagnostic Test(s) G:** A text input field.
- Additional Information:** A text input field.

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12	13	14	15	16	17	18
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26	27	28	29	30	31	

2. Mark the appropriate **Meeting Type** to identify if the form is being used for a Tier 2 (T2) or Tier 3 (T3) Meeting.

The screenshot shows the **Meeting Type** section with two radio buttons: T2 (selected) and T3.

3. Complete the form and fill in the required fields highlighted in red.

4. Click **Save & Validate**.

A button labeled "Save & Validate" with a document icon.

Supplements

If needed identify Tier 2 Supplements for the student. (Optional)

1. Use the pull-down menu to choose the form to add as a supplement form to the event.

The screenshot shows a pull-down menu with the following options:

- Positive Behavioral Supports and Strategies
- Filter
- Positive Behavioral Supports and Strategies
- Behavior Intervention Plan

2. Click **Add this Form**.

Positive Behavioral Supports and Strategies ▼ Add this form

3. The form will display above the pull-down menu.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies ▼ Add this form

4. The number of supplemental forms being used will populate in parenthesis next to the supplement step on the steps menu.

MTSS Tier 2 Supplements (1)

5. Click the **Edit** link to enter student information into the form.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies ▼ Add this form

6. Click **Delete** to delete the form from the list.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies ▼ Add this form

Meeting Minutes

Complete all required fields to document Meeting Minutes from the Tier 2 Initial Meeting.

- 1. Complete Meeting Minutes** and all required fields highlighted in red. Meeting minutes should include information on the interventions being used with the student.

Meeting Minutes

Save

Date:

Event: MTSS Tier 2 Initial Meeting

Documented By:

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Format ▾

Size ▾

Meeting Minutes documented

body

Please add minutes for each day "MTSS Tier 2 Initial Meeting" takes place. Do not add minutes for the same day.

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Add minutes

- ## 2. Enter the **Date**.

Date: 05/04/2018

May 2018

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. Enter who the form is being **Documented By**.

Documented By:

4. Enter meeting minutes in the text box. The user must enter at least three words in text box in order to be able to save.


Meeting Minutes documented|


body

5. Click **Save**. Users can add to the text field after pressing save if it is during the meeting.

Meeting Minutes

6. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress.

 Please add minutes for each day "MTSS Progress Monitoring Plan" takes place. Do not add minutes for the same day.

 Add minutes

Uploads

Use the Uploads tab to upload any documentation to support information recorded in the Tier 2 Intervention Plan.

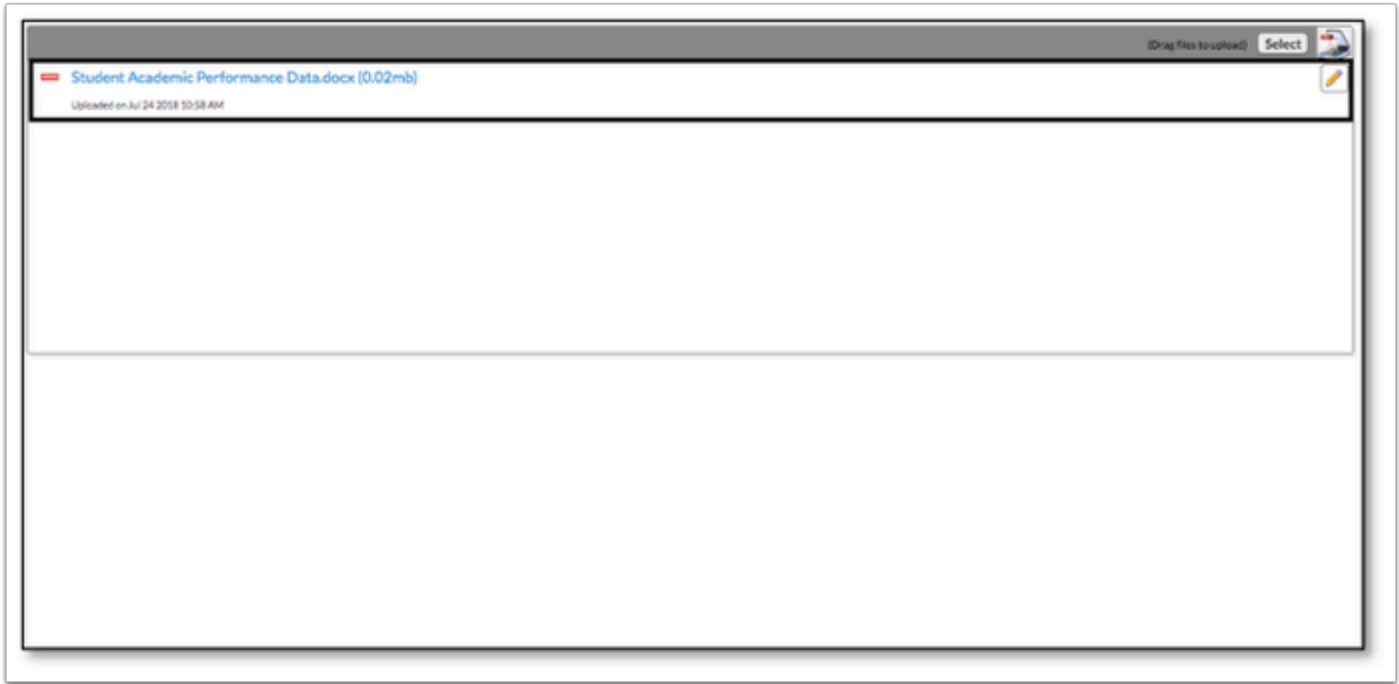
1. Once the Uploads tab is clicked, an upload/scan field will display.



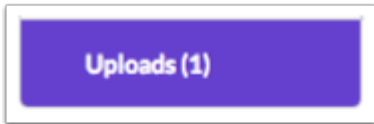
2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.



3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.



4. The number of uploads will display in parenthesis on the side menu.



RtI Tier 2 Review Meeting (Team)

Tier 2 Review

Tier 2 Review

RtI Supplements

Meeting Minutes

Uploads (0)

Student Name: Diane Maya

Grade: 09

Parent: Parent Parent

Student ID: 00011916

Campus: Focus West High School - 0101

Address: 560 Ocean Dr.

Focus Isle, FL 89345

Gender: M

DOB: 12/31/1989

Phone:

RtI Review Meeting Worksheet

Initial Meeting Date:

Review Meeting Date:

Meeting Type: ☐ T2 ☐ T3

Teacher(s):

Review of the Intervention Plan

Has the intervention been monitored for fidelity? ☐ Yes ☐ No

By whom?

Was the plan implemented as designed? ☐ Yes ☐ No

If no, explain why:

1. Select the **Initial Meeting Date**.

Initial Meeting Date: Review Meeting Date:

Meeting Type: ☐ T1 ☒ T2 ☐ T3

Has the intervention been implemented?

Was the plan implemented?

If no, explain why:

August 2018


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26	27	28	29	30	31	

2. Mark the appropriate **Meeting Type** to identify if the form is being used for a Tier 2 (T2) or Tier 3 (T3) Meeting.

Meeting Type: ☐ T1 ☒ T2 ☐ T3

3. Complete the form and fill in the required fields highlighted in red.

4. Click **Save & Validate**.

 Save & Validate

Supplements

If needed identify Tier 2 Supplements for the student. (Optional)

1. Use the pull-down menu to choose the form to add as a supplement form to the event.

Positive Behavioral Supports and Strategies ▼

Filter

Positive Behavioral Supports and Strategies

Behavior Intervention Plan

2. Click **Add this Form**.

Positive Behavioral Supports and Strategies

Add this form

3. The form will display above the pull-down menu.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

4. The number of supplemental forms being used will populate in parenthesis next to the supplement step on the steps menu.

Rtl Supplements (1)

5. Click the **Edit** link to enter student information into the form.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

6. Click **Delete** to delete the form from the list.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

Meeting Minutes

Complete all required fields to document Meeting Minutes from the Tier 2 Initial Meeting.

- 1. Complete Meeting Minutes** and all required fields highlighted in red. Meeting minutes should include information on the interventions being used with the student.

Meeting Minutes

Save

Date:

Event:

Documented By:

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Format

Size

Meeting Minutes documented

body

Please add minutes for each day "MTSS Tier 2 Initial Meeting" takes place. Do not add minutes for the same day.

Add minutes

- ## 2. Enter the **Date**.

Date: 05/04/2018

May 2018

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. Enter who the form is being **Documented By**.

Documented By:

4. Enter meeting minutes in the text box. The user must enter at least three words in text box in order to be able to save.


Meeting Minutes documented|


body

5. Click **Save**. Users can add to the text field after pressing save if it is during the meeting.

Meeting Minutes

6. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress.

 Please add minutes for each day "MTSS Progress Monitoring Plan" takes place. Do not add minutes for the same day.

 Add minutes

Uploads

Use the Uploads tab to upload any documentation to support information recorded in the Tier 2 Intervention Plan.

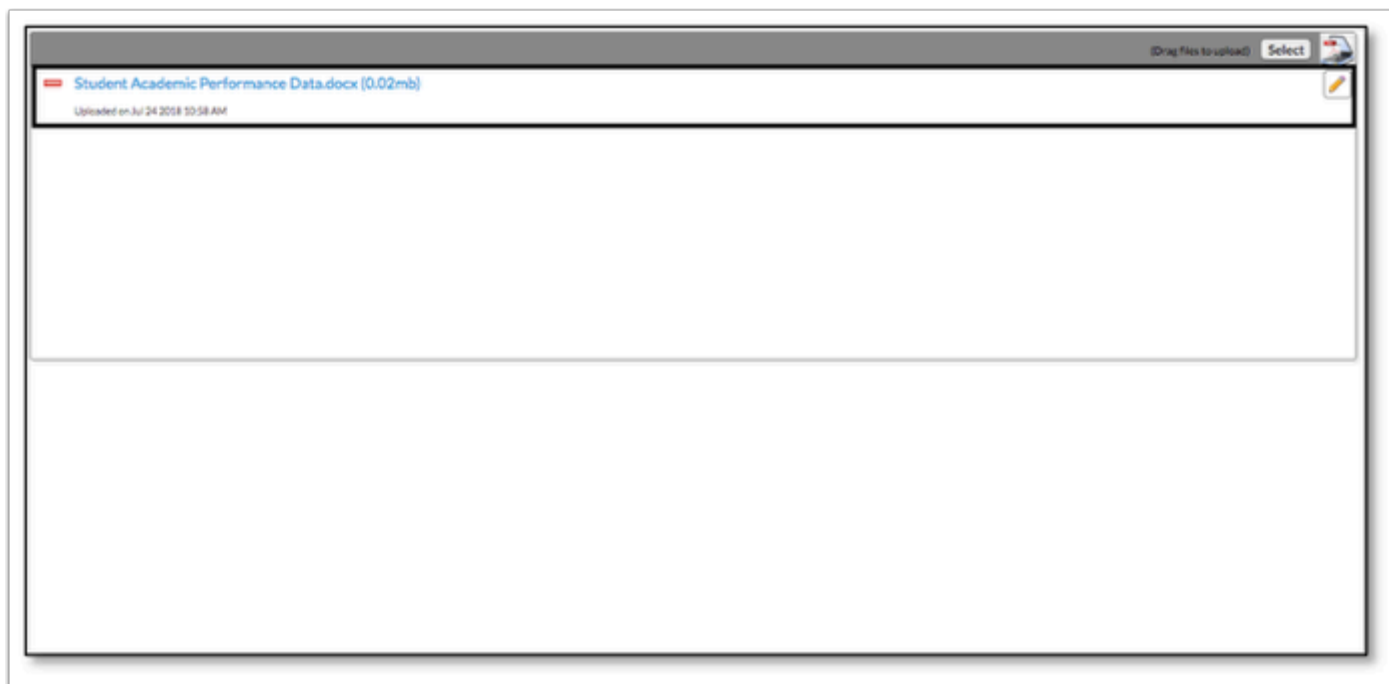
1. Once the Uploads tab is clicked, an upload/scan field will display.

A screenshot of a web interface showing a large, empty rectangular upload area. At the top right of this area, there is a dark grey header bar containing the text "(Drag files to upload)" in a small font, followed by a button labeled "Select" and a small icon of a scanner.

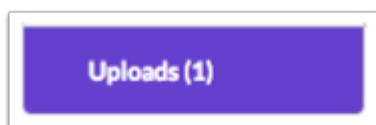
2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.

A screenshot of the same web interface as above. The "Select" button and the scanner icon in the top right header bar are now highlighted with a black rectangular border, indicating they are the focus of the instruction.

3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.



4. The number of uploads will display in parenthesis on the side menu.



Rtl Parent Meeting Notification for Tier 3

Tier 3 forms are duplicates of Tier 2 forms. Users should make sure to select Tier 3 radio buttons on these forms to indicate intended use. This event includes a two-part form; the Rtl Parent Notification Memo and the Rtl Meeting Notification. Both forms are required to send to the parent/guardian. The Parent Data Form is optional but can also be included with the Rtl Parent Notification Memo and Rtl Meeting Notification.

Rtl Parent Notification Memo

Rtl Parent Notification Memo

Rtl Meeting Notification

Parent Data Form

Uploads (0)

FOCUS

Student Name: Diane Maya
Grade: 09
Parent: Parent Parent

Student ID: 00011916
Campus: Focus West High School - 0101
Address: 560 Ocean Dr.
Focus Isle, FL 33345

Gender: M
DOB: 12/31/1989
Phone:

Parent - Response to Intervention Notification

MEMORANDUM

TO: Parents/Guardians of:

FROM: Rtl Facilitator:

DATE:

RE: Response to Intervention(Rtl) for Your Child

The School District utilizes the problem solving model, Response to Intervention (Rtl), to support students within the instructional setting. Rtl is a process designed to address the needs of all students and serves as an early intervention for struggling learners to prevent long-term academic failure. Staff members meet to review student performance and to identify areas of needed support.

1. Enter the name of the Campus Facilitator.

FROM: Rtl Facilitator:

2. Select the **Date**.

DATE:

RE: Mul

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3. Enter the name of the person that the form should be returned to.

Please Return To:

4. Select the Return Date.

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 complete th

Please Return

Return By:

August 2018

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
			29	30	31	

Date (mm/dd/yyyy)

5. Enter the Point of Contact and the Phone Number.

Point of Contact:

Phone:

6. Click **Save & Validate**.

 Save & Validate

RtI Meeting Notification

1. Select the **Date Provided**.

Date Provided:

Meeting Notification
 An RtI Team meeting is a meeting where the team discusses the student's needs and interventions and develops a plan for the student's success.

Meeting Type

☐ **Tier 1 Meeting**
 Tier I includes the interventions that are designed to ensure that students are successful in the general education classroom. These interventions may be identified by the teacher, the RtI team, or the student's needs.

☐ **Tier 2 Meeting**
 Tier II includes interventions that are designed to address the individual student's needs.

August 2018

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26	27	28	29	30	31	

2. Select the **Meeting Type**.

Meeting Type

☐ **Tier 1 Meeting**

Tier I includes the continued implementation of high-quality, scientifically based instruction provided by qualified personnel to ensure that student difficulties are not due to inadequate instruction. All students are screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support. Within Tier 1 additional supports may be identified to target student learning.

☐ **Tier 2 Meeting**

Tier II includes all the elements of Tier I and targets students who are not making the desired level of progress in response to previously identified interventions. Efforts are made during Tier II to identify additional interventions and supports that are more specific to the individual students needs.

☐ **Tier 3 Meeting**

Tier III includes all of the elements of Tier II and focuses on intensive interventions that target student skill deficits. Adjustments are made to the frequency and group size of the intervention efforts. Students who do not experience the desired level of improvement at Tier III may be referred for a comprehensive evaluation and considered for eligibility for Section 504 or for eligibility for special education services under the Individuals with Disabilities Education Act of 2004 (IDEA 2004). Data collected during Tiers I, II and III are included and used to make eligibility decisions.

☐ **Implementation Progress Review Meeting**



Tier 2 Review



Tier 3 Review

3. Identify the meeting information such as **Date**, **Time**, **Campus** and **Location**.

While parents are not required to attend or participate in the RtI process, your attendance and participation would be greatly appreciated.
The meeting is scheduled for:

Date: Time:

Campus: Location:

4. Identify the person of contact for the meeting by entering the phone number of the person, name of the person to return the form to, and the date to return the form by.

If you have any questions, please call:

RETURN THIS FORM TO: By:

5. Click **Save & Validate**.

6. Print the **Parent Data Form** to include with the **RtI Parent Notification Memo** and **RtI Meeting Notification**.

Uploads

Use the Uploads tab to upload any documentation returned from the parent/guardian such as Parent Meeting Notification and the Parent Data Form.

1. Once the Uploads tab is clicked, an upload/scan field will display.



2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.



3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.

1. Select the **Initial Meeting Date**.

The screenshot shows a form with the following elements:

- Initial Meeting Date:** A date input field with a calendar icon.
- Meeting Type:** Radio buttons for T2 and T3.
- Retentions:** A checkbox labeled "None".
- Attendance:** A red rectangular input field.
- Previous Plan Initial:** A text input field.
- Diagnostic Test(s) G:** A text input field.
- Additional Information:** A text input field.

A calendar for August 2018 is displayed, with the date 2 highlighted in yellow.

2. Mark the appropriate **Meeting Type** to identify if the form is being used for a Tier 2 (T2) or Tier 3 (T3) Meeting.

The screenshot shows the "Meeting Type" section with two radio buttons: **T2** (selected) and **T3**.

3. Complete the form and fill in the required fields highlighted in red.

4. Click **Save & Validate**.

A button labeled "Save & Validate" with a document icon.

Supplements

If needed identify Tier 3 Supplements for the student. (Optional)

1. Use the pull-down menu to choose the form to add as a supplement form to the event.

The screenshot shows a pull-down menu with the following options:

- Positive Behavioral Supports and Strategies
- Filter
- Positive Behavioral Supports and Strategies
- Behavior Intervention Plan

2. Click **Add this Form**.

Positive Behavioral Supports and Strategies

Add this form

3. The form will display above the pull-down menu.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

4. The number of supplemental forms being used will populate in parenthesis next to the supplement step on the steps menu.

Rtl Supplements (1)

5. Click the **Edit** link to enter student information into the form.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

6. Click **Delete** to delete the form from the list.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

Meeting Minutes

Complete all required fields to document Meeting Minutes from the Tier 3 Initial Meeting.

- 1. Complete Meeting Minutes** and all required fields highlighted in red. Meeting minutes should include information on the interventions being used with the student.

Meeting Minutes

Save

Date:

Event: MTSS Tier 2 Initial Meeting

Documented By:

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Format ▾

Size ▾

Meeting Minutes documented

body

Please add minutes for each day "MTSS Tier 2 Initial Meeting" takes place. Do not add minutes for the same day.

🗪

Add minutes

- ## 2. Enter the **Date**.

Date: 05/04/2018

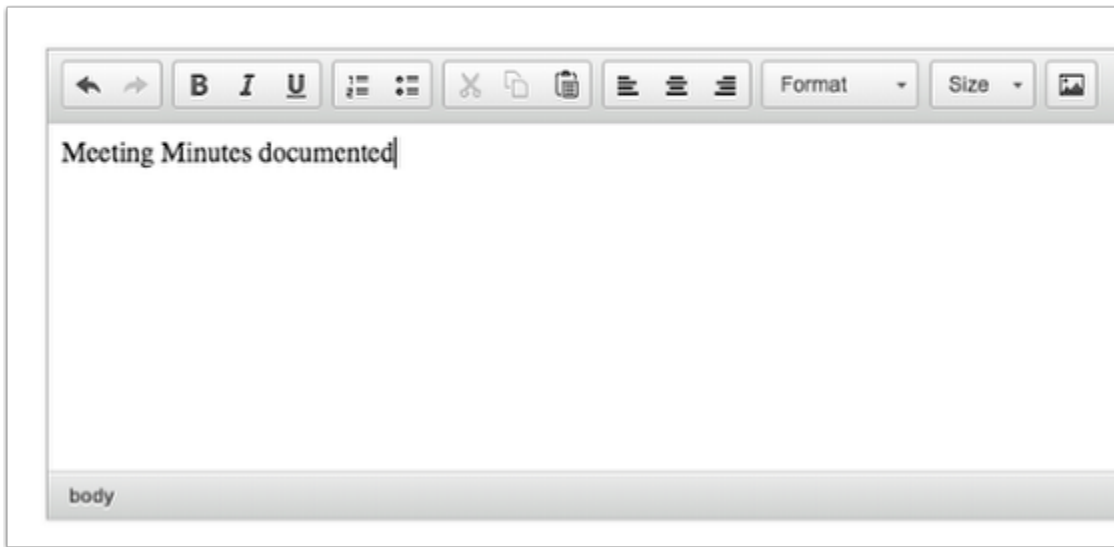
May 2018

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. Enter who the form is being **Documented By**.

Documented By:

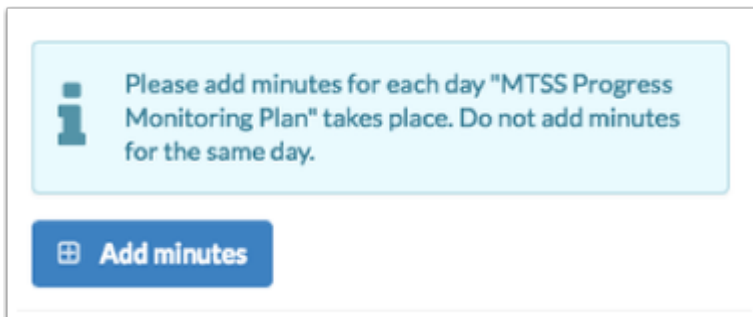
4. Enter meeting minutes in the text box. The user must enter at least three words in text box in order to be able to save.





5. Click **Save**. Users can add to the text field after pressing save if it is during the meeting.

Meeting Minutes

6. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress.



 Please add minutes for each day "MTSS Progress Monitoring Plan" takes place. Do not add minutes for the same day.

 Add minutes

Uploads

Use the Uploads tab to upload any documentation to support information recorded in the Tier 3 Intervention Plan.

1. Once the Uploads tab is clicked, an upload/scan field will display.



2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.



3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.

Initial Meeting Date: Review Meeting Date:

Meeting Type: ☐ T1 ☒ T2 ☐ T3

Has the intervention been implemented?

Was the plan implemented?

If no, explain why:


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19	20	21	22	23	24	25
26	27	28	29	30	31	

2. Mark the appropriate **Meeting Type** to identify if the form is being used for a Tier 2 (T2) or Tier 3 (T3) Meeting.

Meeting Type: ☐ T1 ☒ T2 ☐ T3

3. Complete the form and fill in the required fields highlighted in red.

4. Click **Save & Validate**.

 Save & Validate

Supplements

If needed identify Tier 3 Supplements for the student. (Optional)

1. Use the pull-down menu to choose the form to add as a supplement form to the event.

Positive Behavioral Supports and Strategies ▼

Filter

Positive Behavioral Supports and Strategies

Behavior Intervention Plan

2. Click **Add this Form**.

Positive Behavioral Supports and Strategies

Add this form

3. The form will display above the pull-down menu.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

4. The number of supplemental forms being used will populate in parenthesis next to the supplement step on the steps menu.

Rtl Supplements (1)

5. Click the **Edit** link to enter student information into the form.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

6. Click **Delete** to delete the form from the list.

Form Name		Added By	Last Saved	Last Drafted	Complete	Delete
Positive Behavioral Supports and Strategies	Edit	Stefany Kemp				Delete

Positive Behavioral Supports and Strategies

Add this form

Meeting Minutes

Complete all required fields to document Meeting Minutes from the Tier 3 Initial Meeting.

- 1. Complete Meeting Minutes** and all required fields highlighted in red. Meeting minutes should include information on the interventions being used with the student.

Meeting Minutes

Save

Date: Event: Documented By:

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Format ▾
Size ▾
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Meeting Minutes documented

body

Please add minutes for each day "MTSS Tier 2 Initial Meeting" takes place. Do not add minutes for the same day.

Add minutes

- ## 2. Enter the **Date**.

Date: 05/04/2018

May 2018

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. Enter who the form is being **Documented By**.

Documented By:

4. Enter meeting minutes in the text box. The user must enter at least three words in text box in order to be able to save.


Meeting Minutes documented|

body

5. Click **Save**. Users can add to the text field after pressing save if it is during the meeting.

Meeting Minutes

6. The **Add Minutes** button is used if there is an additional meeting on a different date for the event. The Add Minutes button should not be clicked to add additional minutes to a meeting already in progress.

 Please add minutes for each day "MTSS Progress Monitoring Plan" takes place. Do not add minutes for the same day.

Uploads

Use the Uploads tab to upload any documentation to support information recorded in the Tier 3 Intervention Plan.

1. Once the Uploads tab is clicked, an upload/scan field will display.



2. Click **Select** to upload a document from the computer or click the scan icon to scan in a copy of a document. The user can also drag files into the field to upload.



3. Once documentation is scanned or uploaded it will populate in the upload field with edit/delete options.



4. The number of uploads will display in parenthesis on the side menu.

