

TST11 – Classroom Observation Report: Building administrators are required to observe Students who are experiencing academic difficulties in their classroom(s) setting(s). This is a form that may be used for this purpose. TST13 is the form recommended by the MDE in its Rtl Tier I training and should be completed at least once each 6-weeks by an administrator. If you do not use TST13 to document your classroom observations, then please use TST11.

TST12 – (Optional) Parent Notification of Instructional Assistance Plan: Form letter to be sent to parents of each 20-day student. You may wish to send your own individually developed letter/form to parents.

TST13 – See TST11 above

TST14 – Documentation of Student Interventions – Tier I: Form for documenting interventions. While this form is not required until the student is referred to the LSC/SpEd, the classroom teacher can save herself time if she will complete this at the time intervention is conducted for any students suspected of requiring additional referrals. Since beginning and ending dates are required, if a teacher does not have this completed form as a reminder, she may not have details about results of intervention and starting/ending dates.

As building administrators, completely your choice as to when teachers complete this form.

TST15 – Documentation of Student Interventions w/ attached Data Documentation Graph: This form must be completed for a student referred to the LSC/SpEd. Your TST may wish to have this information at the time of referral to TST. Please note that baseline and weekly progress monitoring data are required to be shown in a graph or chart.

TST16 – Individual Work Sample Details Report: Teachers must provide individual work samples for students referred to LSC/SpEd. Many teachers begin to collect these work samples very early in the Rtl process for students who are experiencing significant delays in academic performance. Without the use of TST16, it is oftentimes very difficult to interpret the content/significance of the included student work samples.

TST17 – Four to Eight-Weeks Documentation Checklist: This form includes Tier II strategies that a teacher may use for Rtl, along with several blank spaces for additional strategies/interventions. The front of the page contains days 1-20 and the back contains days 21-40. Use of these forms early in the Rtl process allows teachers to quickly and easily document their Tier II interventions. An individual form for each student receiving Tier II interventions can be placed in a notebook and completed for ALL students in less than 5 minutes at the end of each instructional day. This information is therefore already completed, if/when the student requires referral to LSC/SpEd. These forms can also be taken to TST meetings to document student progress or lack of progress.

TST18 – Six-Weeks Documentation Checklist: This is another version of a documentation checklist. This form may be used for Tier II or Tier III interventions.

TST19 – Interventions Documentation Calendar: This form may be used to document Tier II or Tier III interventions. Some teachers prefer to use the calendar format for initially documenting interventions rather than forms TST17 and TST18. I would not recommend teachers use TST17, TST18, and TST19 concurrently as this would be redundant information.