

Hamblen County Schools

RTI2 Student Folder Contents

Form	Person(s) Responsible	Frequency
Cover Page: Record the student's universal screening and progress monitoring scores for the current school year on this form. Make additional copies of the progress monitoring page as needed.	Interventionist	Ongoing
Universal Screening/Progress Monitoring Graphs and Reports: These should be printed and kept in the file behind the student's cover page.	Interventionist	Ongoing; Progress monitoring on instructional level should be done at least every other week for all students receiving tiered intervention
Student Intervention Plan	School RTI2 team	At the initial meeting when a student is placed in tiered intervention; revised as needed
Intervention Plan Evaluation	School RTI2 team	Every 4.5 weeks
Intervention Log	Interventionist	Daily
Rate of Improvement Worksheet	Interventionist	Every 4 data points
Gap Analysis Worksheet	School psychologist	When considering a change in tier or a referral to special education; *You must give periodic grade level probes throughout the year in order to calculate the gap
Decision Tree	School RTI2 team	Prior to moving a student from Tier II to Tier III or making a referral for special education
Parent Letters	School RTI2 team/interventionist	Every 4.5 weeks
Direct and Indirect Fidelity Checklists	School principal and/or his or her designee.	Tier II requires 1 indirect and 2 direct fidelity checks every 9 weeks; Tier III requires 2 indirect and 3 direct fidelity checks every 9 weeks
Other information as deemed appropriate: Vision and hearing screenings, grades, attendance reports, etc.		Ongoing