

**SOUTH ORANGETOWN MIDDLE SCHOOL  
RESPONSE TO INTERVENTION (RTI) CHECKLIST**

Student Name:

Grade:

<b><i>Action Required</i></b>	<b><i>Pertinent Dates/Info</i></b>	<b><i>Check-off/Notes</i></b>
Team Discussions on Tier 1	Dates:	A minimum of 2 meetings
Parent Discussion with teacher/team regarding Concerns	Dates:	A minimum of 2 calls or one parent team meeting
Form 1: First Look Form Completed at Team Meeting and Emailed to RTI Chair	Date Completed:	Copy to be scanned into student folder
Form 2: Google Doc Completed by all of the student's teachers individually	Teachers Contacted: Deadline set: Task Completed:	Copy to be scanned into student folder
Initial Team Meeting with RTI to Review Data from Google Doc and First Look Form to reflect on Tier 1	Date:	
Form 3: RTI Referral Form completed by teacher and emailed to RTI Chair	Date recv'd:	Copy to be scanned into student folder
Student Interview	Date:	Copy to be scanned into student folder
Full –Work Protocol by RTI Team	Date:	Copy to be scanned into student folder
Develop RTI Plan at meeting	Date:	
RTI Plan discussed with Student/Parent	Dates:	
Parent Letter Sent	Date sent:	Copy to be scanned into student folder
Follow-up Meetings	Dates:	