

Intervention Support Team Folder Checklist

(Attach to front of purple folder or binder)

This is the organizational order for the folder/binder.

Student Name: _____ **Date Folder Originated:** _____

Note: Forms should only be placed in the folder when they are complete. Do not place blank or partially completed forms in the folder. Forms should be organized according to Tier. Additional information should be placed at the back of the folder.

Tier	Date When Complete	Form or Item	Notes
Tier I		Student Progress Profile (updated) from FOCUS	
		Tier I Intervention Plan (include 2 documented parent conferences)	
		Student Data Form (must include hearing/vision screening within last year)	
		Exclusionary Factors Forms	
		Parent Notification of Intervention Activities	
Tier II		Multi-Tiered System of Supports: Tier II Intervention and response Plan; Tier II BIP for Behavior	
		Additional Tier II Intervention pages as necessary	
		Intervention Support Team Participation Notes (Use with plan)	
		Intervention Support Team (IST) Meeting Invitation (required); other documentation of invitation may be used	
		Ongoing Progress Monitoring Documentation Chart and Fidelity Tool with graph of Data Points	
		Tier II Classroom Observation	
		Individual Diagnostic (STAR Reading, STAR Math, FBA, etc.)	
		Tier II Parent Conference Form	
Tier III		Tier III Parent Notification of Increasing Intervention and Problem-Solving (This is only necessary if the IST sees the necessity for administering a processing or achievement test to pinpoint the area of concern.) Remember that this is for limited (≤ 5%) of students.	
		MTSS: Tier III Intervention and Response Plan; Tier III BIP for Behavior	
		Additional Tier III Intervention pages as necessary	
		Ongoing Progress Monitoring Documentation Chart and Fidelity Tool with graph of Data Points	
		Tier III Parent Conference Form	
		Tier III Classroom Observation	
		Review of Current Level of Performance Comparison Data	
		Student Data Form (must include hearing/vision screening within last year)	
	Exclusionary Factors Forms		
		-----all of the above must be complete prior to moving to CST, except in the case of Parent Request.	
		The notebook must be reviewed by Instructional Services before the ESE process is started.	

General Education/Intervention Support Team