



## JASPER CITY SCHOOLS PST

### EXPLANATION OF FORMS

**ALL FORMS** should be completed in their entirety.

FORM	(SPECIFIC BOX OR PART OF THE FORM)	EXPLANATION/NOTES
<i>PST Meeting Sign-In &amp; Minutes</i>		Every team member must sign-in on form. Minutes to be taken by school counselor. Forms must be faxed/mailed to Central Office each month.
<i>PST Tracking Log</i>		Maintained by PST Chairperson.
	Area of Concern	Based on the teacher's referral concern for that student.
	Intervention	As student proceeds through tiered intervention, document 1 <sup>st</sup> , 2 <sup>nd</sup> , etc. interventions on the tracking log and indicate if each intervention is Tier II or III.
	Parent Notice	Document date <i>PST Progress Monitoring Parent Notification</i> sent.
	Transition Form Date	Document date the <i>Transition Form</i> was sent to the school where the student is enrolling.
<i>PST Referral Parent Notification</i>		Required for all PST referrals. The signed copy should be kept in Intervention Folder (if the parent does not return the letter, you should keep on file at least 2 documented attempts to notify parents).
<i>PST Progress Monitoring Parent Notification</i>		Required for all students in Tier II or III. Must be sent home <b>AT LEAST every 4 ½ weeks</b> (ideally with progress reports and report cards). Signed copies should be kept in the student's Intervention Folder.
<i>Vision/Hearing Screening Consent Form</i>		ALL Tier II and III students must have a vision/hearing consent form signed by a parent/guardian. This may help identify a vision/hearing problem before the student is referred for further testing. PST is responsible for collecting signed consent forms and obtaining screening results from the school nurse. Maintain copy of consent form and screening results in the student's Intervention Folder.
<i>PST Teacher Referral Checklist</i>		Must be attached to front of Referral Folder. All forms must be checked as included in folder. Referring Teacher Signature required. Give completed Referral Folder to Grade Level Rep for verification/initials.
<i>PST Referral Form (Academic)</i>		Completed by general education classroom teacher on any student who has received at least 4 weeks of Tier I intervention and remains below grade-level on benchmarks.
	Grades/Attendance	List current and previous year's grades/attendance
	Tier I Data	Tier I progress monitoring data collected during minimum 4 weeks of quality core instruction in general education classroom. Data must reflect repeated, below-grade level performance despite high-quality, standards-based instruction and intervention.
	Assessment Data	List current and previous year's assessment data (i.e. state assessments, skill-specific measures, etc.)
<i>PST Referral Form (Behavior)</i>		Completed by general education classroom teacher on any student who has received at least 4 weeks of Tier I intervention (behavioral support) and continues to demonstrate significant behavioral/emotional concerns.

FORM	(SPECIFIC BOX OR PART OF THE FORM)	EXPLANATION/NOTES
<i>Student Intervention Plan (SIP)</i>	Page 1	To document ongoing delivery of interventions and tiered intervention outcomes. <i>When making referral</i> , classroom teacher will complete top portion, enter data for Weeks 1-4 (at a minimum), and document contact made with parent regarding student's performance. <i>During Tier II and III</i> , classroom teacher will enter dates, attendance codes, and progress monitoring data – PST will analyze aim line trend, make recommendation, and document parent contact. A <b>new</b> SIP must be completed each time PST recommends an alternate intervention (indicate in top left box).
	Page 2 – SIP Data Graph	<i>When making referral</i> , classroom teacher completes top portion. <i>At beginning of Tier II</i> , PST will calculate Performance Goal and chart Aim Line with current progress monitoring data. <i>During Tier II and III</i> , PST will continue charting progress monitoring data to analyze student's response to intervention. A <b>new</b> SIP Data Graph must be completed each time PST recommends an alternate intervention (top left box of page 1).
<i>Functional Behavior Assessment Consent Form</i>		Parental consent for FBA required anytime PST receives a Behavior Referral.
<i>Functional Behavior Analysis</i>		Completed by general education classroom teacher and PST Special Education teacher anytime PST receives a Behavior Referral.
<i>Behavior Intervention Plan</i>		Completed by general education classroom teacher and PST Special Education teacher anytime PST receives a Behavior Referral.
<b>Dyslexia-Specific Screening Packet</b>		Required for PST referrals for Dyslexia-Specific Screening. Dyslexia screening referrals follow the same procedures as standard Academic referrals. This packet is to be completed <b>in addition to</b> the Teacher Referral Packet – Academic.
	<i>PST Dyslexia-Specific Screening Consent Form</i>	Parental consent must be obtained by PST <b>prior to</b> administration of dyslexia-specific screeners.
	<i>Dyslexia-Specific Screening Sets (Grades 1-12)</i>	Grade-specific screening sets – schools may use other screeners as identified in the <i>JCS Dyslexia-Specific Screening Procedural Guidelines</i> document Screenings administered by a suitable designee as determined by the school principal.
<b>Administrative Walkthroughs</b>	<i>K-3 or 4-12 PST Tier II Tier III Intensive Intervention</i>	Completed by school principal or assistant principal on every student receiving Tier II or III intervention <b>at least once per intervention</b> . Address strengths/needs with the general classroom teacher. Maintain copy of walkthrough in student's PST Intervention Folder.
<i>PST Transition Report</i>		Completed by the PST school counselor on every student who withdraws from/transitions out of school during the PST process. A copy must be sent to the new school with SIP(s) and Data Graph(s) attached.
<i>Annual Report</i>		Completed by PST school counselor at end of year and submitted to the Central Office.