



## Teachers' Quick Guide to RtI Forms

### **\*PRINT & COMPLETE FORMS A-E.**

**Form A – RtI Parent Letter:** The RtI Parent Letter must be sent home for each Tier II or III student to notify parents of their child's recommendation for RtI. The RtI team must make a copy and file Form E with the signed parent portion stapled to it. This parent letter is a requirement of law.

**Form B – Student Intervention Documentation/Log Form:** This form should be used by the RTI team members during the meetings. Teachers should use a copy of this for their intervention plans. Teachers will track interventions on this sheet throughout the intervention period. The completed log will be used during the RtI meeting for the team to make decisions.

**Form C-SLD Final Impact Statement: Transition from Tier III to Referral:** For SLD referral only, to be completed by RTI team members in RTI team meeting prior to requesting a referral

**Form D – Fidelity Checklist:** This form is for principals/guidance counselors/RTI specialist to evaluate the fidelity of each RTI case. It is to be completed for every student file.

**Form E – Student Progress Update:** The Student Progress Update form must be sent home for each Tier II and Tier III student to notify parents of their child's monthly progress. The RtI team will complete this form. This progress update is a requirement of law.

### **\*FOR ADDITIONAL RTI INFORMATIONAL RESOURCES SEE FORMS F-O**

**Form F – Benchmark Assessment Schedule:** This form is for reference. It provides the dates of the scheduled assessments throughout the year.

**Form G – Tier Information Quick Reference:** This form is a quick reference sheet for teachers/interventionists to determine the guidelines for tier instruction. This form would be great for teachers to laminate.

**Form H – Academic Tier Guidelines:** This form is a reference sheet for teachers/interventionists to help in decision making.

**Form I – Accommodations vs. Interventions vs. Modifications:** This is a valuable resource for teachers. It gives a brief description of accommodations, interventions, and modifications. This sheet was designed to assist teachers when describing their interventions on Form A during the RtI Team meeting.

**Form J – Guideline Quick Fact Sheet:** This form is a great form for teachers to laminate. It gives a brief description of the district RtI manual.

**Form K-Summary of Intervention Data:** This form is to assist the referral data entry person by providing them with the necessary data to enter into the Referral. RTI team members will provide the information for the referral to aid those that have access/rights to enter the data into Infinite Campus.

**Form L: Motor Screen:** For potential Specific Learning Disability referrals, the homeroom teacher must complete the Motor Screening Questionnaire. If results indicate potential motor difficulties, motor interventions must also be implemented and monitored.

**Form M: Referral Checklist:** This form is a reference to assure the RTI has all requirements to complete a referral.

**Form N: Determination of Student Representative:** If the RTI completes a referral, the guidance counselor completes this form to determine who the student's representative is.

**Form O: GC Schools RTI Flow Chart-How to Identify Correct Area and What to Do**

**All RtI documents should be filed in ORANGE folders.**

**All RtI documents can be found on the district website under "Departments."**

[www.graves.kyschools.us/RTI.aspx](http://www.graves.kyschools.us/RTI.aspx)