

RTI Checklist for Teachers

Tasks to complete for any student who is moving from Tier 1 to Tier 2

1. An individual student who is new to Tier 2 will be added to the RTI (2) portal. See if there is an existing group they fit in or an individual student can be a group of one.
2. Add them to the group if one exists or create a new group (write goal if it is a new group)
3. Email Tracey to let her know whom you have added to Tier 2. At that point, I will send you the language checklist, which **will now be completed at Tier 2** and returned to Tracey. ****new change**
4. Teacher notifies parent with paper copy of the Cobb County Tier 2 notification letter. In the portal document, date parent was notified. Where you document is found under the group management tab within the Tier 2 group. I am attaching the letter in English and Spanish. Be sure you write the areas of concern...reading, writing, behavior, etc. ****new change**
5. Be sure not to forget their baseline data, this should be entered under the baseline tab within the goal. Without a baseline, your student will not show up under the progress-monitoring tab.
6. Add data weekly

Tasks to complete for any student moving from Tier 2 to Tier 3

1. Notify Tracey that you are ready to move a student to Tier 3. Tracey will set up that meeting. Once meeting is confirmed an invitation will be sent to you through email, please accept the meeting.
2. Tracey will send paperwork home and make sure that hearing and vision are up to date.
3. Tracey will send you the skills inventory, which needs completing a week prior to the Tier 3 meeting. Once completed send to Tracey to be uploaded into CSIS.
4. Continue to collect and input data until the meeting date. A student is not actually considered Tier 3 until the meeting.

****No student can be moved to Tier 3 after April 3rd ****

Please let me know if you need help or have any questions