

RtI Team: Initial Meeting Minutes Form

5/19/10

Step 1: Assess Teacher Concerns **Allotted Time: 5 Minutes**

Review concerns listed on the **Student At-Risk Referral Form** with the referring teacher and team. List primary concerns:

GOALS:

- ❖ The case manager or facilitator reviews information from the referral form.
- ❖ The referring teacher is encouraged to discuss major referral concerns.

SAMPLE QUESTIONS:

- ❖ Given the information that you wrote down on the referral form, what are the specific difficulties that you would like to have us address today?
- ❖ *How is this student problem interfering with the student's school performance?*
- ❖ What concern(s) led you to refer the student to this team?

Step 2: Review Background/Baseline Data **Allotted Time: 5 Minutes**

Review any background/baseline information collected on the student (e.g., attendance and office disciplinary referral records, student grades, class observation data, progress monitoring data in graph form, etc.)

GOALS:

- ❖ Review background or baseline data to better understand the student's abilities and potential deficits.
- ❖ Determine the student's current level(s) of performance in areas of academic or behavioral concern.

SAMPLE QUESTIONS:

- ❖ *What is the student's frequency of absences/tardies this year?*
- ❖ *What information from the student's cumulative folder (e.g., test results, teacher comments, past report card grades) might give insight into the student's academic/behavioral difficulties?*