

**Teacher and/or Parent(s) have a concern about learning or behavioral needs of a student.**



Teacher and Parent meet (in person or phone) to discuss the concern and recommendations, including when to initiate and review recommendations.

***SLS Parent/Teacher Conference Form***

Optional: Teacher requests advice from the Special Needs Teacher (SNT) regarding instructional strategies and techniques to implement recommendations.

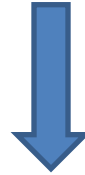
***Teacher Consultation with SNT Summary Form***



Teacher and Parent implement agreed upon recommendations and review recommendations. Teacher & parent communicate to decide if situation is resolved and any continued recommendations are needed.

***SLS Parent/Teacher Conference Form***

**Teacher and/or Parent(s) continue to have a concern about learning or behavioral needs of a student.**



Teacher and parent meet (in person or phone) to discuss the concern.

Option 1: Parent and teacher agree to revised recommendations, including when to initiate and review revised recommendations. Move to Option 2 after review if necessary.

Option 2: Parent and teacher agree to meet with the Student Assistance Team, and schedule a team meeting for the purpose of implementing Response to Intervention (RTI) problem solving

***SLS Parent/Teacher Conference Form***

## Student Assistance Team RTI Problem Solving Meeting

Team will determine a target, time line, and implementation of two research-based techniques or instructional interventions (Parents invited to participate) ***SLS Problem Solving Worksheet***



After 3 to 5 weeks, Student Assistance Team (SAT) RTI Problem Solving Meeting- review target and implementation of two research-based techniques or instructional interventions.

(Parents invited to participate)

Option 1: SAT agrees to end, continue, or revise interventions for a defined period ***SLS Problem Solving Worksheet amended***

The parent receives a copy of all documents created and signed at this meeting and subsequent SAT meetings. The original documents are secured in the RTI file (yellow folders separate from permanent record).

Option 2: SAT agrees to pursue the Referral Procedure

The team determines if the data

- supports an evaluation recommendation ( for students not previously identified as having a disability) **and, or**
- supports eligibility for support services (a student without a disability does not qualify to receive testing accommodations)

## SAT agrees to pursue the Referral Procedure

SNT completes **School Assistance Team (SAT) Referral form** with the classroom teacher and parent input (this can be drafted prior to the meeting)

If the recommendation for evaluation is made by the SAT and the parent chooses to pursue the recommendation, the SNT meets with and supports the parents in pursuing the local education agency (LEA) procedure or other avenue to obtain testing.

If the student is determined to be eligible to receive learning support services, the **Consent for Special Needs Support Services form** will be prepared by the SNT.

The **Student Support Plan** will be drafted by the SNT, reviewed and revised by the SAT

- progress reported each grade period and reviewed annually with the SAT and parents.
- A measurable annual goal or goals will be included on each Plan.
- All documents will be filed in the RTI folder.

## Learning Management Team Procedure

The Learning Management Team (LMT) convenes for a meeting when the results from psycho-educational testing are shared.

The SNT schedules a meeting with the LMT, which includes the SNT, regular education teacher, parent, administrator, and someone able to explain the testing evaluation results.



**The Student Accommodation Plan** is developed by the LMT. A draft may be developed in advance of the meeting by the SNT to be reviewed and developed at the LMT meeting. A measurable annual goal or goals will be included on each Plan if learning support services are needed.

The **Eligibility for Support Services Form** is completed (or amended if the student is receiving support services as a student without a disability) to determine if the student is eligible to receive support services as a student with a disability.

The **Consent for Support Services Form** is signed by the parent if the student is eligible to receive support services.

## Learning Management Team Procedure Continued

Minutes of the meeting are recorded on the **Parent Summary Form**.

The parent receives a copy of all documents created and signed at this meeting. The original documents are secured in the Learning Management file (*blue folders separate from permanent record*).

**Progress Reports** are issued by the SNT at each grading period to provide parents with information regarding the student's progress. A copy is placed in the Learning Management file at the end of each grading period.

The Student Accommodation Plan is reviewed and revised by the LMT annually. The SNT is responsible for scheduling the annual review meeting.

A re-evaluation meeting is held every three years to determine continued eligibility for support services. The LMT determines if additional testing is needed to determine continued eligibility. The SNT is responsible to schedule this meeting.