**Are you BUGGed by the RTI process?**

**Use the checklist below to EXTERMINATE your worries!**

There is a **case manager** assigned to your grade level. This person is available to help you during the RTI process.

Kindergarten: Regina Sheehan

First Grade: Ninethia Hood-Rouser

Second Grade: Gina Williams

Third Grade: Lydia or Heather

Fourth Grade: Jennifer Joyner

Fifth Grade: Karen Fraley

1. Review the students’ cum folder information to ascertain patterns of previous academic, behavioral and/or social difficulties. If there is a **pink folder** in the student’s cum folder, then the child has been through the RTI process previously, and those records will need to be reviewed.
2. Communicate your concerns to parents right away and **document the parent contacts** you make in EASi RTI.
3. **Kid Talk** – Discuss your concerns about the child with your PLT. Are there other students who are having difficulty with the same skills? Could this be an opportunity for an intervention grouping? Brainstorm strategies with your team.
4. Refer to the DIGGING DEEPER ASSESSMENTS (in the file box) and administer other assessments if need be. Contact the Title I teachers to see if some of these assessments may already have been done with the student.
5. **Start some kind of intervention strategies.** Collect the data
6. **MAKE SURE THAT THERE IS NO HEARING OR VISION PROBLEM THAT IS GETTING IN THE WAY OF LEARNING FOR THE STUDENT.** The classroom teacher is responsible for making sure that a **hearing and vision screening** is done. **An RTI referral will also have to have near vision tested.**

**Screeners are:**

**Vision: K-1: P. Williams**

**2-3: D. Skiba**

**4-5: H. Powell**

**Hearing: K-1: B. Hunter**

**2-3: C. Tangherlini**

**4-5:**

1. After 4-6 weeks unless there is an urgent case**,** talk in the PLT again. Hey the kid’s are doing great, let’s keep going! Or, uh-oh-the kid is making little or no progress. What else can I do? Get some ideas
2. on something else to try. **REPEAT STEP 5 ABOVE.**
3. Before finalizing your request, **consult with your RTI Case Manager** to review observation data, goals, strategies implemented and all student progress data. The CM will assist you with determining if additional strategies are warranted, or if RTI referral is appropriate. **THE CASE MANAGER HAS A CHECKLIST TO USE THAT WILL ENSURE YOU ARE READY FOR THIS STEP.**
4. An email will be automatically generated and sent to the RTI Coordinator to arrange for a meeting date and parent invitation letter to be sent home.
5. Make sure that you have at least 2 documented parent communications at this point. Log them in the parent communication tab on EASi RTI.