

Date:

WARE COUNTY SCHOOL SYSTEM  
Response-to-Intervention Team  
Checklist for Referral to Central Office SST/RtI Review Team

Student Name	Date of Birth

**SEND**

Documentation	Check
RtI Referral for Tier 4 Evaluation (POI-3A)	
RtI Student Profile (POI-3)	
Passed Vision/Hearing (completed within previous 12 months)	
Student Background Form (completed within previous 12 months) (POI-18)	
Speech-Language Assessment (POI-40)	
Letters to the Parents (POI-16 & POI-17) [include all letters]	
Data for Tier 2 Placement (POI-2)	
Universal Meeting Notes (POI-5) & Addendums (POI-5Notes)	
Interventions with Frequencies (POI-5A, POI-5B, and/or POI-5C)	
Student Data and Progress Monitoring summary (POI-5Data- previous 12 months data)	
Progress monitoring GRAPHS (1. Include this school term only or last 12 months. 2. Attach to POI-5Data & for in designated area write "Attached")	
Progress monitoring CHARTS (1. Include this school term only or last 12 months. 2. Attach to POI-5Data & for in designated area write "Attached")	
Academy of Math and/or Reading <u>Student Gains Report</u>	
Academy of Reading <u>Student Gap Report</u>	
Academy of Reading Progress Monitoring Dashboard [report]	
Academy of Reading Student Recordings Summary-Progress Monitoring	
Academy of Reading Student Recordings Summary-Universal Screening	
Medical records/Doctor's Report (if applicable) (POI-12/ POI-13)	
Permission to Screen (POI-14) and Results (submit only if this was done)	
Referral to Counselor (POI-21) & Behavior Screening/Monitoring (POI-22)[if applicable]	
ABC Checklist for Behavior (POI-23) & FBA (POI-25) [if applicable]	
Anecdotal notes for behavior (if applicable)	
Teacher notes, Counselor notes (include date, student name, & professional's name)	
ESOL and/or 504 (if applicable, send appropriate documents)	
Copy of Permanent Record	
Report Card for the current school year	
Most recent CRCT, Writing Test, EOCT, GHSGT scores (include or attach to POI-5Data)	

**DO NOT SEND**

- Work Samples
- CLASSWORKS results
- Math Computation probes (or any other probes, such as Writing or Reading)
- Academy of Reading and/or Math Student Training Progress Report
- Fast ForWord progress monitoring or anything else from FF
- Reading Assistant progress monitoring or anything else from RA

Date submitted for review: \_\_\_\_\_

Interventionist name & email: \_\_\_\_\_