HUNTINGTON UNION FREE SCHOOL DISTRICT



MTSS/Response to Intervention

Resource Manual

Introduction to RtI and MTSS

By July 1, 2012, every school district in New York State must have an RtI process implemented for Kindergarten through Grade 4 in reading.

RtI is one of NYS's criteria for determining whether a student has a learning disability and is thereby, eligible for special education services. A student's underachievement must not be due to:

- Limited English proficiency
- Lack of appropriate reading instruction
- Lack of appropriate math instruction

RtI data can be used to determine student's disability and help educators pinpoint how students can overcome learning difficulties.

RtI Vision Statement

RtI is the school district's model to improve systems of support for struggling learners. It is the school's initiative to ensure that all general education students are receiving the most effective academic instruction and behavioral interventions.

Benefits of RtI

This is a means to help quickly and reliably identify the learning difficulties that can put students at risk for educational failure. RtI can improve communication between school and home by sharing researched based data so teachers and parents can confer and collaborate on a frequent basis about a student's progress.

RtI Essential Components

- Early identification of individual student needs
- Research-based, scientifically validated instruction methods, and interventions
- Screening, diagnostics, and progress monitoring in order to inform instruction and intervene when necessary.

Every RtI program must contain the following

- An assessment plan that is comprehensive
- Resources that are organized into tiers
- High quality professional development
- Data collected to be used for the purpose of documentation and evaluation

Parent Involvement in RtI

Involving parents at all phases is a key aspect of a successful RtI process (Appendix A). Parent support of their child's education increases the likelihood of success. A summary of home-school collaboration research lists the demonstrated benefits of these partnerships for not only students, but for teachers and parents (Esler, Godber & Christenson, 2002).

Schools should provide parents with written information about its RtI program and be prepared to answer questions about the RtI processes (Appendix B). When parents are made aware of the whole process and then are notified that their child is in need of intervention, they understand this means extra help for their child. It is highly recommended that parents be notified about the need for Tier 2 and/or Tier 3 interventions (Appendix C&D). A formal parent notification letter of student's inclusion in Tier 2 or 3 intervention programs should be made, and in fact, the parent should be considered for inclusion during the problem solving process. A Student RtI Team conference is held as a student's involvement in RtI increases. Decisions related to tier placement or the nature of individual progress monitoring will be made by the "Team." At the Team meeting, the teacher providing the intervention shares on-going progress monitoring information. The parent can be instrumental in intervention planning as a team member.

Because RtI is a method of delivering the general education curriculum for all students, written consent is not required before administering universal screening, CBMs, and targeted diagnostic assessments within a multitiered RtI system when these tools are used to determine instructional need. However, when a student fails to respond to increasingly intensive Tier 2 and Tier 3 interventions and the decision is made to evaluate a student for special education eligibility, written consent must be obtained in accordance with special education procedures.

We have incorporated SEL into our RtI model and moving forward and according to state guidance we will use the term MTSS/RtI throughout the plan. MTSS stands for Multi-Tiered Systems of Supports and a brief description is included below.

MTSS: GENERAL INTRODUCTION

Multi-Tiered System of Supports (MTSS) is a comprehensive, school-wide model that provides academic and behavioral support to at-risk students. MTSS organizes school instructional and intervention resources into three ascending levels, or 'Tiers'. When students display significant academic or behavioral/social-emotional deficits, they are matched to appropriate MTSS intervention. Any students who fail to respond to intervention at a particular Tier are advanced to a more intensive Tier to ensure that they receive timely, targeted, and effective support. Decisions to move students up and down the MTSS Tiers are made using objective, fair, and reliable data sources.

MTSS: ACADEMICS

MTSS for academics provides a continuum of support for learners who underperform or are struggling in school. Students with emerging academic delays can receive Tier 1 intervention support directly from their classroom teacher. Learners with more serious deficits in school skills may be placed in Tier 2 reading or math small-group interventions to identify and address off-grade-level skill gaps. Students who fail to respond to lesser academic interventions are referred to the Tier 3 MTSS Problem-Solving Team, which develops intensive, individualized intervention plans. Students are assigned to Tier 1, 2, or 3 interventions based on objective data sources, including school-wide screeners and classroom instructional information.

MTSS: BEHAVIOR

MTSS for behavior/social-emotional learning teaches positive behaviors—and also provides targeted assistance to any students with significant behavioral and/or mental-health needs. The starting point for MTSS-behavior is the general-education classroom, where teachers explicitly teach and reinforce expected behaviors. Students with more substantial social/emotional or behavioral needs are assigned to school-wide Tier 2 interventions such as skills groups or mentoring programs. Those students who present with intensive behavioral or emotional challenges are brought to the Tier 3 MTSS Problem-Solving Team, which can conduct Functional Behavioral Assessments (FBAs) and develop individualized intervention plans. Students are assigned to Tier 1, 2, or 3 behavioral intervention based on objective data sources, including teacher referrals and office disciplinary referrals.

RtI/MTSS Multi-Tier Model

RtI/MTSS Tier Descriptions

Tier I

General education setting: Teachers deliver instruction to all students. For those students scoring in the low-average range (25th - 49th percentile), teachers should immediately begin collecting data and using evidence based strategies in the classroom to support these students. This would typically consist of small group reteaching, additional drills in math or reading fluency and/or comprehension skills.

Tier 1 SEL instruction includes the Harmony program for all students and additional support provided by the classroom teacher as needed. Tier 1 classroom supports can include positive praise and reinforcement, prompting and redirection, preferential seating, and use of the classroom reward system.

Tier 2

If a student fails to progress with Tier 1 interventions in place, a student will be moved to Tier 2 interventions. Interventions are more individualized, focusing on the individual needs of a struggling learner. This is more intensive instruction in a small group setting inside or outside the classroom, generally two to three times per week for students that fall within the 11th - 24th percentile. Classroom teacher progress monitors students' biweekly using grade level target. Quarterly meetings are set up with the SBIT to review student progress.

Tier 2 SEL support will take place after a review of the BEISY universal screening results. Tier 2 SEL supports may include a consultation with a member of the mental health team to provide more individualized behavior and emotional strategies to be used within or outside of the classroom. Tier 2 supports may also provide a pull-out support service, such as counseling.

Tier 3

Most intensive academic support: This is for students with chronic and severe academic delays. This is intensive instruction in a small group setting outside the classroom, generally four to five times per week, for students that fall within the 0 - 10th percentile. Baseline data is collected by the pull-out provider using survey level assessments to determine where student is functioning at 25% or higher. Classroom teacher progress monitors students weekly at the grade level above the student's functioning level. Meetings are set up with the SBIT after six to eight data points are collected to review student progress.

Tier 3 SEL support will take place after a review of the BEISY universal screening results and also for students in crisis, consisting of a combination of push-in and pull-out services and/or referral to outside agencies after a review of the BEISY universal screening results.



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District Wide RtI/MTSS Forms

- IST Referral Form- Primary
- IST Referral Form- Intermediate
- IST Referral Form- Middle School
- RtI/MTSS Parent Notification Form- English
- RtI/MTSS Parent Notification Form- Spanish
- IST Tracking Sheet
- RtI/MTSS Exit Letter- English/Spanish

Huntington Union Free School District IST Initial Referral Form – Primary

Student:		School: _			Grade:
Ceacher:		DOB:			Date:
Current Profile:	RtI Math Speech	RtI Reading OT/PT	ENLM 504	ental Health _	DL
Assessment of A	cademic Skills	: (A - Average, BA - Belo	w Average, WBA - Well	l Below Average)	
_,	Reading		athematics		Writing
	mic Awareness		Problems/Vocab.		nerates sentences
Phoni		Comp	utation	Dev	velopment of ideas
	LSF Fluency Reading Fluenc	Memo	ry of Facts standing Concepts	s — Org Pun	anization
Vocal	•		m Solving	Gra	
	rehension		er Sense		ibility/Spacing
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Gr. 1	MFF-1D: _	NC	F-P:	CA:	Composite:
Gr. 2/3	NCF-T	MC	F:	CA:	Composite: Composite: Grade Level:
Progress	Monitoring Frequency	iency: We	ekly:	_ Bi-Weekly	Grade Level:
	Results (grades 2				
Benchma	ark Test: Fall	!Win	iterSp	oring	
READII	NG OVERALL:				
PA	PH	HFW	VOC	COMP LIT	COMP INFO
MATH (OVERALL:ALG		MS	GEO	
110		J	WIS	GLO	
Parent (Contact History:				
Parent (Contact History: Form of Contact	Description			
Parent (Contact History: Form of Contact	Description			
Parent (Contact History: Form of Contact	Description			
Parent (Contact History: Form of Contact	Description			
Date	Form of Contact	Description			
Education	onal History	Description			
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Education Is absent Has the self-self-self-self-self-self-self-self-	onal History teeism or lateness student attended o student been refer student previously Health Concerns? dents Whose Lan ag has the student	a problem? ther schools? red to the IST by in DL? Yes guage is Othe been going to s	Yes □ No [Yes □ No [pefore? Yes □ □ No □ Is r than Englished	☐ If yes, number o☐ If yes, list schoo☐ No ☐ If yes, list the student currently sh JSA?	of absences l(s) and grade level(s) date in DL? Yes \(\square\) No\(\square\)

On the following page, please check all Tier I interventions along with how long the intervention has been in place & describe the outcomes.

Pacing:	Materials:
□ Extended Time□ Break Offered(frequency/activity)□ Other	☐ Assistance in note taking/HW ☐ Use of laminated materials ☐ Use of calculator/ Flash Cards ☐ Use of graphic organizers ☐ Use of line tracker
Environment :	☐ Use of Math Reference Charts☐ Study Guides
☐ Preferential Seating	☐ Other
☐ Alternative Seating	
Reduce distraction	
☐ Other	Assignments:
Presentation of Material: ☐ Multiple teaching styles (Auditory, Visual, Tactile, Kinesthetic) ☐ Small group instruction	 ☐ Steps provided/Chunking ☐ Checklist provided ☐ Differentiated reading level ☐ Modified assignments/homework ☐ Other
(content area) ☐ Directions read and simplified	Reinforcement & Follow Through:
☐ Use of manipulatives ☐ Pre-Teach concepts ☐ High Frequency Word List ☐ Oral cues/prompts ☐ Other	 □ Check for understanding □ Use of Positive Reinforcement □ Peer Tutoring □ Cooperative Learning Experiences □ Immediate Feedback □ Directions repeated □ Re-Teaching concepts □ Self-Monitoring Check Lists □ Other

Please provide details (work samples if applicable) on each intervention – How long have they been in place and what was the outcome? Current Tier II Academic/Behavioral Interventions: (2 - 3 days per week) (Fundations Double Dose, Pull-Out Guided Reading, Number Worlds, Individual Behavioral Chart, Token Boards, Check-in/Check-out, Mental Health Support) Intervention **Person Implementing Date Frequency** Started/Ended Additional Information: Current Tier III Academic/Behavioral Interventions: (4 - 5 days per week) (Pull-Out Guided Reading, Horizons, Fundations Double Dose, Leveled Literacy Intervention, Number Worlds, Individual Behavioral Chart, Token Boards, Check-in/Check-out, Mental Health Support) Frequency Intervention **Person Implementing** Date Started/Ended Additional Information:

Huntington Union Free School District IST Initial Referral Form — Intermediate

Student:	School:			Grade:
Teacher:	DOB: _			Date:
Current Profile: RtI Math Speech	_ RtI Reading OT/PT	ENL 504	Mental Health	DL
Assessment of Academic Skills:	: (A-Average or Above,	BA-Below Average	e, WBA-Well Below Ave	rage)
Reading Oral Reading Fluency Comprehension Vocabulary Decoding Please describe in detail any areas below a	Co Me Un	Mathematic oblem Solving imputation emory of Facts derstanding Co		Writing Sentence Structure Development of ideas Organization Conventions
<u> </u>				
Behavior(s) of Concern (check	those that you fe	eel apply and	describe):	
Behavior:	Describe	:		
Listening				
Following directions				
Participation in small g	·			
Participation in large gr				
Task Completion	·			
Social Skills				
Social Skills				
Current Student Data: (Attach	Historical and Pro	ogress Monitor	ring graphs)	
AIMSweb Results Reading Composite: Progress Monitoring Frequency:	ORF: Weekly	Bi-Weekly:	Grade :	Level:
Math				
Composite:	CA : Weekly	NCI Bi-Weekly	Grade	MCF:
	comy	Di Weekiy.	Grade	
iReady Results Benchmark Test: Fall	Winter	Spring		
		_ 1 0	-	
Reading Overall:				

PA	PH	HFW _	VOC	COMP LIT	COMP INFO
Math O	verall•				
NO NO	A	LG	MS	GEO	
Doront (Contact Histor	×7.•			
Date	Form of Co	ntact	Description		
	ional History teeism or latene	ess a proble	m? Yes □ No	\Box If yes, number of a	ubsences
Has the	student attended	d other scho	ools? Yes □ No	☐ If yes, list school(s	s) and grade level(s)
				☐ No ☐ If yes, list	· · · · · · · · · · · · · · · · · · ·
				s the student currently in	
Notable	Health Concern	1S?			
For Student	dents Whose L ng has the studen	anguage is nt been goin	Other than Engling to school in the	sh USA?	
ENL Le	vel:	Dom	inant Language:		
Has ther	e been a gap in	the student	education? Yes □	No ☐ If yes, for how l	ong?
	<i>U</i> 1			3	8
Please c	heck all Tier I	interventio	ons along with how	long the intervention ha	s been in place & the outcome:
Pacing:			-	_	-
☐ Exter	nded Time			Presentation of Ma	aterial:
	k Offered			☐ Multiple teachin	g styles
	uency/	activity)	(Auditory, Visua	al, Tactile, Kinesthetic)
\square Com	pletion Charts			☐ Small group inst	
☐ Dura	tion Maps			(content area:	 ,
☐ Other	r			☐ Directions read	1
				☐ Use of manipula	
Environ	ıment:			☐ Pre-Teach conce	_
				☐ High Frequency	
	erential Seating			☐ Oral cues/promp☐ Other	ots
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(expl	aın: ice distraction		_)	Materials:	
(expl)		
	ive peer reportii	ng	/	☐ Study Guides	4 - 4 - 1 - in - /I IVV
		····		☐ Assistance in no	
☐ Other	•			☐ Use of laminated	
_ 0110	-			☐ Use of calculato	
				☐ Use of graphic of	rganizers

□ Use of line tracker
☐ Use of Math Reference Charts
☐ Other
<u>Assignments</u> :
☐ Steps provided/Chunking
☐ Checklist provided
☐ Differentiated reading level
☐ Modified assignments/homework
☐ Other
Reinforcement & Follow Through:
☐ Use of positive reinforcement
☐ Use of positive reinforcement☐ Check for understanding☐ Peer Tutoring
☐ Use of positive reinforcement☐ Check for understanding
☐ Use of positive reinforcement ☐ Check for understanding ☐ Peer Tutoring ☐ Cooperative Learning Experiences ☐ Immediate Feedback
☐ Use of positive reinforcement ☐ Check for understanding ☐ Peer Tutoring ☐ Cooperative Learning Experiences ☐ Immediate Feedback ☐ Directions repeated
☐ Use of positive reinforcement ☐ Check for understanding ☐ Peer Tutoring ☐ Cooperative Learning Experiences ☐ Immediate Feedback

	nic/Behavioral Intervention		
ull-Out Guided Readir t, Mental Health Supp	ng, Number Worlds, Individ oort)	ual Behavioral Chart, T	Token Boards, Check-in/
Intervention	Person Implementing	Date Started/Ended	Frequency
lditional Information:			
	mic/Behavioral Intervention	Leveled Literacy Interve	ntion, System 44, Read 1
	Person Implementing	Date Started/Ended	Frequency
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ull-Out Guided Readir umber Worlds, Individ umily Service League)		Date	
ull-Out Guided Readir umber Worlds, Individ umily Service League)		Date	

Huntington Union Free School District Initial Referral Form – Middle School

Student:		Grade:	Date:	
Team:				
Current Profile: ELA Lab RtI Math	LLI ENL		Math Lab	504 Plan
Current Student Data: (Attacl	n Historical and	Progress Monitor	ing graphs)	
IREADY RESULTS: Benchmark Test: Fall	Winter	Spring		
Reading Overall:VC	C C(OMP	LIT	INFO
Math Overall: NO ALG	M	S	GEO	
Behavior(s) of Concern (check	k those that you	ı feel apply and o	lescribe):	
Behavior:	Descri	ibe:		
Listening				
Following directions				
Participation in small	groups			
Participation in large				
Task Completion				
Social Skills				
D AC A ATT				
Parent Contact History: Date Form of Contact	Description			
	•			
Educational History Is absenteeism or lateness a pro	blem? Yes □]No □ If yes	s, number of absence	es
Has the student attended other s	schools? Yes	No □ If yes	s, list school(s) and g	grade level(s)
Has the student been referred to	the IST before	Yes □ No □	If yes, list date _	
Notable Health Concerns?				

For Students Whose I How long has the stude	Language is Other than Englisent been going to school in the U	h USA?
ENL Level:	Dominant Language:	
Has there been a gap in	the student education? Yes \square	No □ If yes, for how long?
Please check all Tier 1	Interventions:	
n .		<u>Materials</u> :
Pacing:		☐ Study Guides
□ Extended Time□ Break Offered(frequency□ Other	/activity)	 ☐ Assistance in note taking/HW ☐ Use of laminated materials ☐ Use of calculator/ Flash Cards ☐ Use of graphic organizers
		☐ Use of line tracker
Environment:		☐ Use of Math Reference Charts☐ Other
☐ Preferential Seating		
☐ Alternative Seating		
(explain:)	Assignments:
☐ Reduce distraction		☐ Steps provided/Chunking
(explain:)	☐ Checklist provided
☐ Other		☐ Differentiated reading level
		☐ Modified assignments/homework
Presentation of Mater	r <mark>ial</mark> :	☐ Other
☐ Multiple teaching st (Auditory, Visual, T	=	Reinforcement & Follow Through:
☐ Small group instruct		☐ Use of positive reinforcement
(content area:		☐ Check for understanding
☐ Directions read and	simplified	☐ Peer Tutoring
☐ Use of manipulative	_	☐ Cooperative Learning Experiences
☐ Pre-Teach concepts		☐ Immediate Feedback
☐ High Frequency Wo	ord List	☐ Directions repeated
☐ Oral cues/prompts		☐ Re-Teaching concepts
☐ Other		☐ Self-Monitoring Check Lists☐ Other

	ic/Behavioral Intervention dividual Behavioral Chart, A		
Intervention	Person Implementing	Date Started/Ended	Frequency
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unon4 Tion III. A oo doo	wie/Debewieuel Interventie		I.S.
	nic/Behavioral Intervention		
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ist Words, Leveled Lite eck-in/Check-out, Mei	eracy Intervention, Read 18 ntal Health Support, Family), Number Worlds, In Service League, Out	dividual Behavioral Chart
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st Words, Leveled Lite eck-in/Check-out, Men Intervention	eracy Intervention, Read 18 ntal Health Support, Family	O, Number Worlds, In Service League, Out Date	dividual Behavioral Chart side Support)
ust Words, Leveled Lite eck-in/Check-out, Men Intervention	eracy Intervention, Read 18 ntal Health Support, Family	O, Number Worlds, In Service League, Out Date	dividual Behavioral Chart side Support)
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ust Words, Leveled Lite neck-in/Check-out, Men	eracy Intervention, Read 18 ntal Health Support, Family	O, Number Worlds, In Service League, Out Date	dividual Behavioral Chart side Support)

[Place on School Letterhead]

Res	ponse to Intervention/MTS	SS Notification	
services based on individual stud Huntington Union Free School D per year (fall, winter, spring) to m will be provided as needed to all Arts, Mathematics and/or social On the universal screening, you	dent needs. As part of district-wind istrict students are given brief as neasure their progress in the currical students who did not meet expected emotional learning. The child did not meet the expected in the control of the contr	port (MTSS) are systems of provide efforts to improve student ach sessments, or universal screening culum over time. Interventions (eted levels of achievement in England range for his/her grade level eds, our school will begin providiblow:	nievement, all gs, three times extra support) ish Language for the most
Service	Frequency	Intervention Specialist	
strategies and/or interventions. success, and you will be periodi will be working with your child'	The teacher(s) track(s) your child's classroom teacher to ensure cothe process, please do not hesitate	ich teacher(s) use differentiated child's progress over time to most performance. The intervention ontinuity of the curriculum.	onitor his/her n specialist(s)
Respectfully, Building Principal Signature	ed above.		

[Place on School Letterhead]

Notificación de la Respuesta a la Intervención/MT

Fecha:	cion de la Respuesta a la 1	itter vencion/W1155	
reciia.			
Estimados padres/tutores de: Como parte de los esfuerzos del escolar de Huntington reciben ev primavera) para medir su progr (apoyo adicional) según sea ne esperados en artes del lenguaje d en inglés) es un sistema de pre estudiantes.	distrito para mejorar los logros e aluaciones breves o evaluaciones eso en el currículo a lo largo d ecesario para todos los estudiar e inglés y / o matemáticas. La Re	s universales tres veces al año (oto del tiempo. Se proporcionarán in ntes que no alcanzaron los nive espuesta a la Intervención (RtI seg	oño, invierno, ntervenciones eles de logro gún sus siglas
En la evaluación universal, su ha referencia más reciente. Para es proporcionarle instrucción comp	satisfacer mejor las necesidade	es de su hijo, nuestra escuela	comenzará a
Servicio	Frecuencia	Especialista de intervención]
Su hijo participará en un nivel de intervenciones diferenciadas. Lo y se le notificará periódicamen trabajarán con el (los) maestro(s)	s maestros anotan el progreso de te sobre el rendimiento de su	su hijo a lo largo del tiempo para hijo. El (los) especialista(s) de	a ver su éxito, intervención

Si tiene alguna pregunta sobre el proceso, no dude en ponerse en contacto con el maestro de la clase de su hijo o con el especialista en intervención que se menciona más arriba.

Atentamente,

Huntington Union Free School District IST Tracking Sheets

Student:	Grade:
Date:	School:
Goal 1:	
<u>Interventions/Strategies</u> : (Scientifically R frequency of the intervention)	Research-based Academic and Behavioral Interventions, include
How will the goal be measured/assessed?	(progress monitoring data must be collected):
Goal 2:	
<u>Interventions/Strategies</u> : (Scientifically R frequency of the intervention)	Research-based Academic and Behavioral Interventions, include

low will the goal be measured/assessed? (pr	ogress monitoring data must be collected):
Goal 3:	
nterventions/Strategies: (Scientifically Researequency of the intervention)	arch-based Academic and Behavioral Interventions, include
Iow will the goal be measured/assessed? (pr	ogress monitoring data must be collected):
Notes:	
Ceacher Liaison:	Follow-up Date:
Participants:	

Response to Intervention/MTSS Exit Letter

{School Heading}
Date:
Dear Parent/Guardian of: Your child received Response to Intervention/Multitiered System Support services in the area of At this time, your child has met grade level expectations and will discontinue support from an intervention specialist outside the classroom. The classroom teacher will provide interventions and strategies as well as monitor your child's progress.
We are committed to providing excellent services to all students. If you have any questions, please contact your child's classroom teacher.
Sincerely,
Building Principal Signature
Fecha:
Estimados padres/tutores de: Su hijo recibió servicios de la Respuesta a la Intervención en el área de En este momento, su hijo ha cumplido con las expectativas de nivel de grado y descontinuará el apoyo de un especialista de intervención fuera del salón de clase. El maestro del salón de clase regular proporcionará intervenciones y estrategias, así como también supervisará el progreso de su hijo.
Nos comprometemos a brindar servicios excelentes a todos los estudiantes. Si tiene alguna pregunta, comuníquese con el maestro de la clase de su hijo.
Atentamente,