

Initial Folder Guidelines for Submission for Special Education Services

1. eRtl paperwork must be completely filled out online, printed and placed in folder:

Tier 1: Referral to be completed by classroom teacher

- a. Parent contact documentation
- b. Medical history
- c. Classroom work samples
- d. All TAKS/Assessment data
- e. Report Card/Progress Reporting
- f. Rtl/Grade Level Meetings on Student
- g. Discipline/Attendance
- h. Reason for request (Teacher letters)
- i. Other pertinent information

Tier 2: Should be completed by Intervention teacher/Administrator/Rtl Team

- j. Must meet with Rtl Team before placement in Tier II-document
- k. Assessment data (Student placement test should be included)
 - i. Data sheet is in eRtl
- l. Intervention Plan (beginning date, frequency, duration, evaluation method)
- m. Parent contact (Include Progress Reports)
- n. Data showing progress made in Tier II (work samples/charts/graphs/curriculum based measurements)

Tier 3: Same as above (showing smaller group size or change in program)

Other documentation to be included as needed (counselor information, behavior specialist observations, outside evaluations/information).

2. Folder must be submitted to the Coordinator of Rtl, Julie Delello, at the Administration Office for review by district Rtl Review Team.