

# Intervention Support Team Folder Checklist

(attach to front of student purple folder or binder)  
This is the organizational order for the folder/binder.

Student Name: \_\_\_\_\_ Date Folder Originated: \_\_\_\_\_

**Note:** Forms should only be placed in the folder when they are complete. Do not place blank or partially completed forms in the folder. Forms should be organized according to Tier. Additional information should be placed at the back of the folder.

Tier	Date when Complete	Form or Item	Notes
<b>Tier I</b>		<b>Student Progress Profile</b> (updated) from FOCUS	
		<b>Tier I Intervention Plan</b> (includes 2 documented parent conferences)	
		<b>Student Data Form</b> (must include hearing/vision screening within last year)	
		<b>Parent Notification of Intervention Activities</b>	
<b>Tier II</b>		<b>Gap Analysis Form – Academic or Behavior</b>	
		<b>Multi-Tiered System of Supports: Tier II Intervention and Response Plan; Tier II BIP for Behavior</b>	
		<b>Additional Tier II Intervention pages as necessary</b>	
		<b>Intervention Support Team Participation Notes (use with plan)</b>	
		<b>Intervention Support Team (IST) Meeting Invitation (<i>required</i>); <u>other</u> documentation of invitation may be used</b>	
		<b>Ongoing Progress Monitoring Documentation Chart and Fidelity Tool <u>with graph of Data Points</u></b>	
		<b>Exclusionary Factors Form</b>	
		<b>Tier II Classroom Observation</b>	
		<b>Individual Diagnostic (ERDA, DAR, STARMath, FBA, etc.)</b>	
<b>Tier III</b>		<b>Tier III Parent Notification of Increasing Intervention and Problem-Solving</b> (This is only necessary if the IST sees the necessity for administering a processing or achievement test to pinpoint the area of concern. <b>Remember that this is for a limited (≤ 5%) of students.</b> )	
		<b>MTSS: Tier III Intervention and Response Plan; Tier III BIP for Behavior</b>	
		<b>Additional Tier III Intervention pages as necessary</b>	
		<b>Ongoing Progress Monitoring Documentation Chart and Fidelity Tool <u>with graph of Data Points</u></b>	
		<b>Tier III Parent Conference Form</b>	
		<b>Tier III Classroom Observation</b>	
		<b>Review of Current Level of Performance Comparison Data</b>	
		<b>----all of the above must be complete prior to moving to CST, except in the case of Parent Request.</b>	
<b>ESE/Child Study Team</b>		<b>Child Study Team Forms</b> <i>--the following forms are found in the referral packet, and the assigned staffing specialist can assist with understanding and completion.</i>	
		<b>*Parent Notice/Consent for Evaluation (IST packet must be approved by staffing specialist before this form can be used.)</b>	
		<b>Referral Form/Request for Individual Evaluation</b>	
		<b>Confidential Evaluation Report (completed by psychologist)</b>	
		<b>Parent Consent for Re-Evaluation (if child is currently in ESE)</b>	
		<b>WSGAD – Written Summary of Group Analysis of Data</b>	
		<b>Written Agreement for Extension of Time (if appropriate)</b>	
		<b>Extraordinary Circumstances (if appropriate)</b>	

\*Confirm if student is currently in ESE. If so, use Consent for Re-Evaluation.