

## MTSS Teacher Check Sheet Referral Process

### Step 1-Ongoing and Tier 1 Interventions: Every student

1. Teacher uses intervention and engagement strategies/being proactive for all students.
2. Teacher notices student(s) being unsuccessful with Tier 1 interventions that are being implemented already in their class.
3. Teacher implements more interventions/supports AND adds student to their Tier 2 [Monitoring Tool](#) in their Yellow Folder to help them monitor success, interventions they use to provide student support.

### Step 2- Tier 2 Interventions: Engagement strategies for students that are struggling

1. Teachers monitors student progress for approximately 3 weeks using strategic Tier 2 interventions and student engagement strategies.
2. During this 3 week period, teacher monitors student progress and continues to use their Yellow Folder and enters what interventions they have used into [Aeries Pre-Referral Interventions Tab](#) (\* **Note:** parent/guardian contact MUST be made and documented in the Pre-Referral Interventions tab).
3. After 3 weeks teacher assess student(s) success outcome. If student is having limited success the teacher tries 5-8 strategies/ interventions with student and continues the process of documenting what strategic interventions/strategies they are using for 2 more weeks.

### Step 3- Tier 3 Interventions: Continue to gather data, add to Aeries Pre-Referral Tab

1. If student(s) are having success: Teacher will continue Tier 2 interventions/strategies with student(s) and will continue to monitor their success.
2. If student(s) are having limited success with Tier 2 interventions: Teacher will communicate with school counselor about their concerns via email, phone or in person. Teachers will have entered interventions in Pre-Referral tab prior to discussion with counselors.
3. During their weekly meeting counselors will review new student referrals.
4. Counselors will communicate with AP/student/teacher to let them know next steps for student.
5. If a MTSS referral meeting is necessary, the student's counselor will coordinate a meeting time with parents, admin, and teachers. The counselor will provide teachers with a [Teacher Response Form](#) to gather feedback prior to the meeting.
6. After MTSS meeting student will have ongoing, periodic check-ins with counselor.
7. Continue to use the Pre-Referral Intervention Tab to document student progress