

## Response to Intervention/MTSS Process

*At Patchogue-Medford School District, the structure of our Response to Intervention/MTSS process is described below:*

<b>Activity</b>	<b>Key Concepts</b>	<b>Timeline</b>	<b>Person Responsible</b>
Administer universal screeners	Diagnostic screeners administered to all students	Fall, Winter, and Spring	Principal and Classroom Teachers
Administer standards-based screening tool for math and Fountas and Pinnell benchmark system assessments students identified as tier 2 and tier 3 in the universal screener	Students who are identified as tier 2 and tier 3 on iReady universal screener will receive additional monitoring. For math, academic intervention specialists will administer a standards-based screening tool and for reading, classroom teachers and intervention specialists will administer Fountas and Pinnell benchmark system assessments.	Fall, Winter, and Spring	Curriculum Directors, Principals, Intervention Specialists and Classroom Teachers
Tier students based on screener data and additional multiple measures including teacher feedback, classroom assessments, etc.	Data Team meetings will determine Tier 2 or 3 intervention.	After universal screener and benchmark assessments	Principal, Curriculum Directors, Interventions Specialists, and Classroom Teachers
Share updates with family	Letters should be generated to inform parents of academic intervention services	After additional analysis of multiple measures	Curriculum Directors, Intervention Specialists, Principals
Data Team Meetings	Cycles of data analysis and discussions in grade level teams; write goal (s) and establish classroom interventions, additional tier interventions are established  *Use data team documentation form*	8-10 weeks of progress monitoring	Principals, Classroom Teachers, Intervention Specialists, Special Area Teachers
Referral to IST	If a student is making little to no academic progress, a referral to the Instructional Support Team is initiated.  *Use IST referral packet*	After data team meeting cycles	
Initial IST Meeting	The IST Team reviews progress towards goals and recommends more intensive interventions if students are not already receiving these services.  *Use IST Meeting notes form*	After referral to IST	
Follow-Up IST Meetings	The IST team will continue to meet to review students' progress towards goals. If the student is making adequate progress, the IST team will continue progress monitor.	8-10 after weeks after previous IST Meeting	
CSE, 504 or Counseling	After the IST team meetings have determined that the student made little to no progress, a CSE, 504 or Counseling referral will be completed.	After IST meetings	