



I&RS REFERRAL PROCESS Checklist for Educators



I&RS REFERRAL PROCESS CHECKLIST FOR EDUCATORS		
STEPS	TO BE COMPLETED	✓
1	<ul style="list-style-type: none"> Identify students who are in need of extra academic and/or behavior support . Implement Tier 1 strategies to address presenting concerns Request support from Administrator, Social Worker, School Counselor, Academic Coach/Interventionist, as needed to ensure fidelity with Tier 1 strategies. <p>RESOURCES:</p> <ul style="list-style-type: none"> ☰ Indicators Of Concern ☰ Tier 1 Assessment & Intervention Planning Tool.Teachers 	<input type="checkbox"/>
2.	<ul style="list-style-type: none"> Contact Caregiver prior to submitting an I&RS Request for Assistance form and provide feedback on student concerns and reason for referral. 	<input type="checkbox"/>
3	<ul style="list-style-type: none"> Complete <i>I&RS Request for Assistance Form</i> for students who are not responding to Tier 1 strategies Reach out to the I&RS Coordinator with any questions or concerns <p>RESOURCES:</p> <ul style="list-style-type: none"> ☰ I&RS Request for Assistance Form ☰ I&RS Data Collection Guide: Educators 	<input type="checkbox"/>
4	<ul style="list-style-type: none"> I&RS Case Manager will be assigned within 1 week of referral. 	<input type="checkbox"/>
5	<ul style="list-style-type: none"> I&RS Case Manager will conduct a comprehensive assessment - meeting with the referring teacher, conducting student observations, meeting with the Caregiver and collecting relevant data from the teachers. 	<input type="checkbox"/>
6	<ul style="list-style-type: none"> I&RS Case Manager will meet with the I&RS Team to generate a Pupil Action Plan for the referred student. 	<input type="checkbox"/>
7	<ul style="list-style-type: none"> I&RS Case Manager will schedule a meeting with the referring teacher, caregiver and student (if warranted) to review the Pupil Action Plan and make any necessary changes. 	<input type="checkbox"/>
8	<ul style="list-style-type: none"> Teacher will be responsible for implementing the assigned interventions, with support from the Case Manager and SST members, as needed. Progress monitoring will be conducted by the Case Manager every 2 weeks to assess student progress. Interventions will be reviewed every 40 days to determine modifications to the intervention plan, termination of the intervention plan or referral to CST. 	<input type="checkbox"/>