

Lincoln High School
Response to Intervention and Prevention

Student Referral Process

1. Staff member provides prerequisite Tier I and II supports (see reverse) and makes initial documented contact with student and family.
2. If concerns persist, staff member completes RtI referral form, accessible on Lincoln's website under "Staff Links." Staff member attaches appropriate supporting documentation from Exceed and student work samples.
3. Staff member makes copy of the RtI referral form for their record and gives original copy with attachments to student's counselor.
4. Counselor investigates additional student records and documentation. If appropriate, counselor gives additional teachers feedback forms to fill out to gather necessary information.
5. Student Support Services (RtI) Team meets three times per month (every other Friday and during minimum days) and discusses each student referral. Intervention Coordinator documents decisions made and responsible individuals for follow up at next meeting.
6. Referring staff member given follow up information by Intervention Coordinator after RtI meeting.