POWER RTI ONLINE SYSTEM INFORMATION

- Power RTI will be replacing the BEST paperwork packet/yellow folders.
- All information can be stored online under student's name.

Guidelines for scheduling RTI meeting

- Parents, teachers or interventionists may go through the building principal to request an RtI problem solving meeting at *any time*. *Principals should refer to the Guiding Principles document to decide if a problem solving meeting is necessary. See attached Guiding Principles Handout*.
- Administrator will notify RTI team or person who schedules RTI meetings (may vary per building)
- Building administrator or RTI chair will notify Sandy Neal so the students are active in the Power RTI system.
- Upon approval of an RTI meeting, classroom teacher will fill out *Create Data Gathering Form* and the *Fidelity Check*. Teachers will then submit Fidelity Check for approval to building administrator.
- Teacher will notify parent/guardian about time/date of an RTI meeting. See attached invite letter.

Guidelines for using the Power RTI System- "When and What to Enter"

- All students that have an RTI meeting will be in this system. Some students will have more information than others. See below for explanation.
  - If PM data consistently demonstrates performance at or above the 25^{th} percentile, students will be considered for dismissal from Tier II/III interventions. All data (Tier II, III, etc. intervention information and correlating data) should be entered on that child. The interventionist is responsible for entering their own portion of data under the appropriate section (i.e Tier II or Tier III). Tier I (Create Data Gathering Form and Fidelity Checklist) will be filled out by teacher.
  - Fill out the blanks on the form and the drop down menus. You can also attach PDF files (so you don't have to recreate anything). You can scan any document (typed, handwritten, work samples, etc.) on your office Lanier (copier) as a PDF or you can save a computer document as a PDF file.

How to convert document to PDF

1. Open document in word, excel, etc
2. Go to File then Print
3. Select the Printer named Cute PDF Writer
4. Select Print (it opens as a PDF file it does not actually print)
5. Then Save that PDF document in the location on your U: drive

Option 2 – if you have the latest version of Microsoft office

1. Open document in word, excel
2. Go to File then Save As
3. Selection location you want to save (U:drive, give file a name, and select type on drop down menu – PDF
4. Click Save

Scanning a Document on the Lanier

1. Select Scanner option
2. Put document (one page) on glass or in feeder (can have multiple documents)
3. Enter your school email address (manual input) or select from the list of names if it is pre-programmed.
4. If you want to add a subject in subject line – select subject/message button then attach subject-manual input and then type in subject then OK (3 times) to get back to main scanning screen.
5. When you are ready to scan, push the Green(Start) button. If you are only scanning one page, YOU WILL HAVE TO ENTER THE POUND KEY TO COMPLETE THE SCAN. It tells you that on the screen.
6. If you scan through the feeder, you do not have to hit the pound key.
7. It will show up on your email as “donotreply@altonschools.org as a PDF file. Keep in mind this cannot be edited!

- If a meeting is called on a student for other reasons-besides reading and/or behavior (i.e- parent request, struggling in areas where there is not interventions in place- or not the Tier III level- then the notes from the meeting can be uploaded). See attached sample note-taking form for an RTI meeting. This can be scanned/saved as PDF and uploaded to the child’s information. The Tier II/III sheets **DO NOT** have to be filled out at that time. Tier I (Create Data Gathering Form and Fidelity Checklist) will be filled out by teacher. However, the more information on that child the better- it may prevent more work later on.

    - Just keep in mind when you get a new student, what information would you want to know about them- help your colleagues out ☺

- After the meeting is held, parent will be provided with Tier II and Tier III Problem Identification Sheet. The data does not need to be attached at this time, unless you feel it is necessary. This will inform parents of what interventions their child is receiving.