Power RtI: Universal Tier 1

Activating and Searching for a Student

1. Log on to Power RtI through the Alton School District Website.
    - If you go to Staff, it is an option on the side of the screen.
2. Hover over the icon that says Power RtI and click on Enter RtI
3. To search for a student, enter their last name in the search box. When the student appears, click on their name to view their specific information.
4. For frequent users, click ADD TO CASELOAD button and they will appear when you sign on each time.

Classroom Teachers- Universal Instruction/Tier 1 Component

1. Prior to a meeting, you will have to use the above instructions to log into the system and fill out the Tier 1 components of the program. This process will replace the previous BEST paperwork. *An administrator will need to approve the meeting request from the teacher before an RtI/Problem Solving meeting is scheduled.
2. After selecting the student that you would like to enter information on, **click on the Update Student Information button (next to their name).**
    - This should be the first thing you do each time you enter information on a student.
    - Make sure all of the information (name, address, telephone number) is correct
    - UPDATE the current school year, home school, and next school year information on this form. This helps with the "roll over" of student data for the next school year. This should be looked at each time you enter information on a student.
3. Press "Save and Return to RtI" to return to the students home page
4. Click on the **Tier 1 Data Gathering Form** to update the Universal Instruction data on the student. This is the major responsibility of the classroom teacher. The information entered on the Data Gathering Form is the foundation of the entire RtI process.
    - The address, phone number, and parent information should be imported after Updating the Student Information previously. Double check that this is correct before moving on.
    - There is a box labeled Attach a Document which can be used to upload any pertinent data (For example: AIMSweb charts, classroom assessment data, current reading levels, current grades, attendance data, etc.)
    - Fill in the grade level and attendance from their records.
    - List the current services received and the areas of concern (the reason for calling the meeting)
        - *When you list an area of concern, it automatically brings down a drop box below with a space to provide an assessment, score, and notes. If you have an assessment, such as AIMSweb for the area, fill in their information.*

        - *If you do not have an assessment, provide additional information in the notes section. This could even be current grades or any determining factors for calling a meeting on this student.*
    - This page also gives an area to list concerns and previous interventions attempted. This is an area to go into more detail on what the student has received in the past.
    - Parent Concerns and Involvement should always be filled out. Parents should not be caught off guard by the fact that a Problem Solving meeting is being held on their child. They should have been informed and involved in their child's progress prior to this step.
        - There is also a parent contact form that can be used in the system. This can be seen from the student's homepage by clicking the "**<u>Parent Contact Form</u>**"- you can list changes to current plan as well on this form
    - Please list all of the student's current levels in the appropriate subjects on this page. This could include grades, assessment data, or anything else that would be helpful in determining a student's level.
    - The school nurse should have information to help with completion of the vision and hearing screenings section.
    - Any additional data or teacher observations should be put in the last box on this page.
        - When you are finished- **<u>Make sure to always save!!</u>** ☺

Fidelity Check- Tier 1 Universal

1. The last piece the classroom teacher fills out is the **<u>Fidelity Check</u>**.
    - This can be found by going back to the students homepage and under Tier 1 click on Fidelity Check.
2. As the classroom teacher, you are only responsible for filling out the *first section* of the fidelity check, <u>unless</u> you are doing a Tier 2 intervention with the student in the classroom. The Tier 2 and Tier 3 sections will be filled out by Title Teachers, Speech Therapists, Social Workers, or Special Education Teachers.
3. After checking the appropriate boxes (yes or no) on the Tier 1 section of the fidelity check, you will use the Tier 1 drop down boxes to select <u>your</u> administrator's name.
    - This will send an email to the administrator to sign off on the fidelity check.
    - Do not sign on the administrator's signature line. They will fill this out.
    - Click "**Save**" to return to the students homepage

<u>Final Thoughts:</u>

- After the Data Gathering Form and Fidelity Check for Tier 1 Universal have been completed, and the administrator has given consent, the RtI/Problem Solving team will set a meeting time.
  *Please make sure the parents have been notified of this meeting.
  *After the meeting is held, the classroom teacher and parent should get a print out of the services their child is receiving. They should also receive a copy of the Tier 1 Data Gathering Form that lists the concerns and current progress of their student.