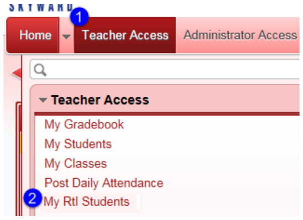
RTI Reviewing Referral/Intervention Information from Gradebook Once Referral has been added

Review Referral Information

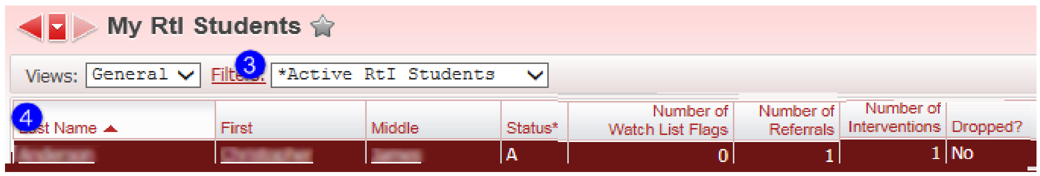
1. Teacher Access

2. My RTI Students

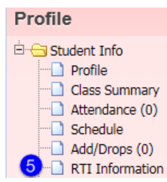


3. Verify Filter is listed as Active RTI Students

4. Select the Student to review information



5. Click on RTI Information

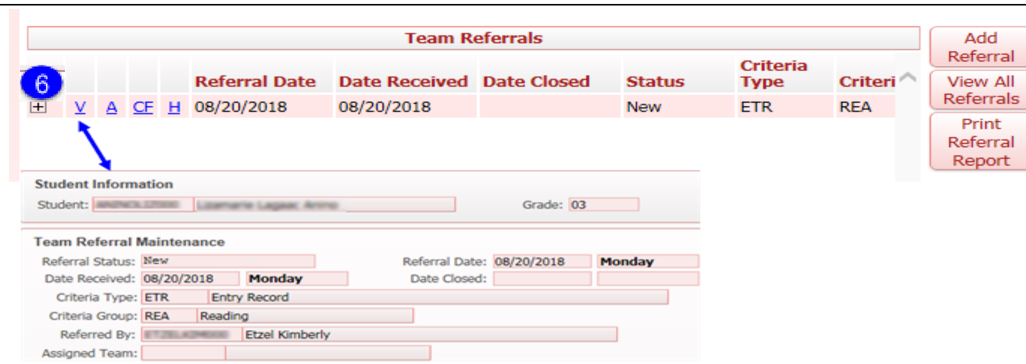


Codes for the Student Referrals/Intervention – Hover over the letter for definition.

V = View
PM = Progress Monitoring
M = Meetings
E = Edit

A = Attachments
CF = Custom Forms
H = History

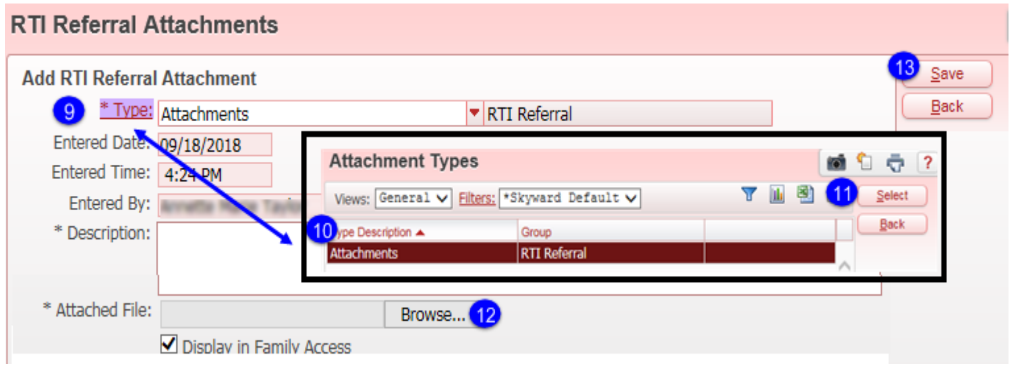
6. Review the Referral Information which will be listed at the top of the screen – "V" (View) or "E"(Edit) depending on who entered the referral.



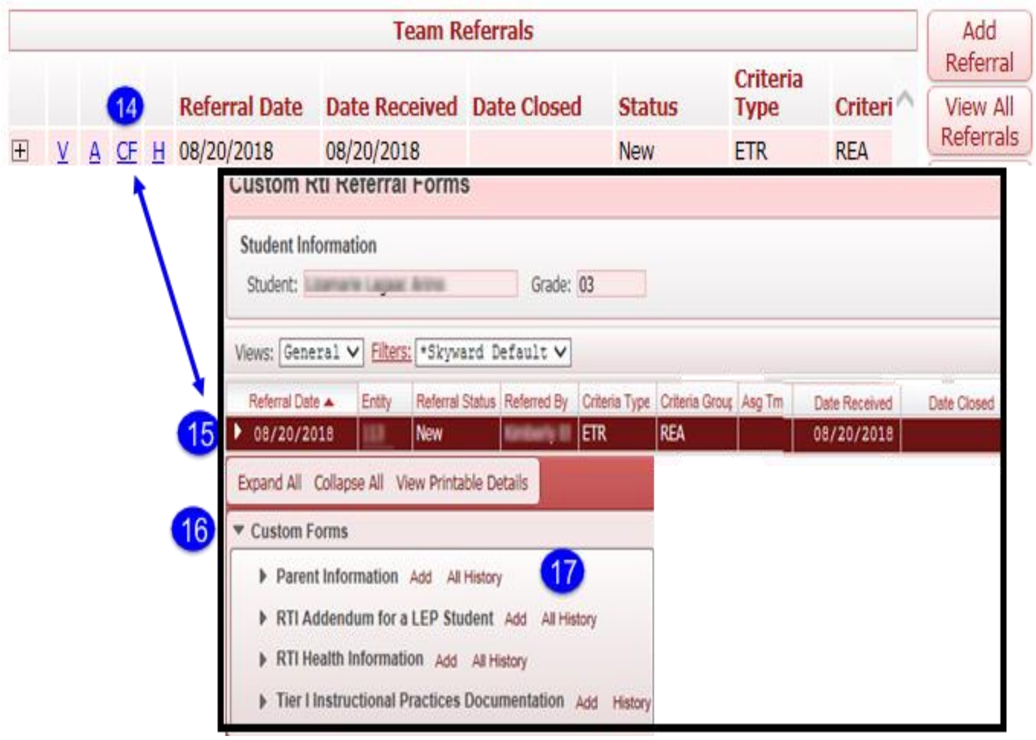
7. If an attachment needs to be entered on the Referral, select A (Attachment)

8. Add File

9. Click on the Type link
10. Highlight Attachments
11. Choose Select
12. Browse for the saved PDF document to add
13. Save

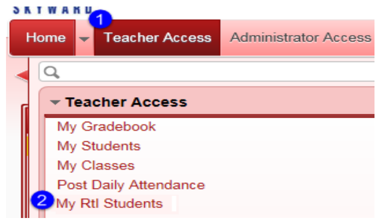


14. Locate Forms to be completed for RTI Referral click on CF (Custom Form)
15. Click the arrow to expand the record to review the Custom Forms
16. Expand on Custom Form to access all available Forms for RTI Referral
17. Choose to Add next to the Form that needs to be completed. The form can either be Saved or printed and Saved.

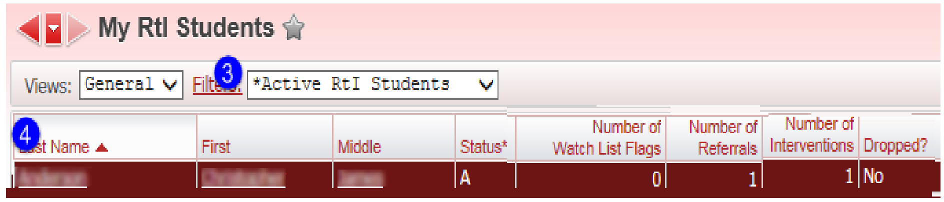


Review Intervention Information

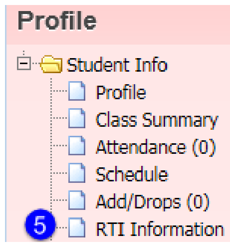
1. Teacher Access
2. My RTI Students



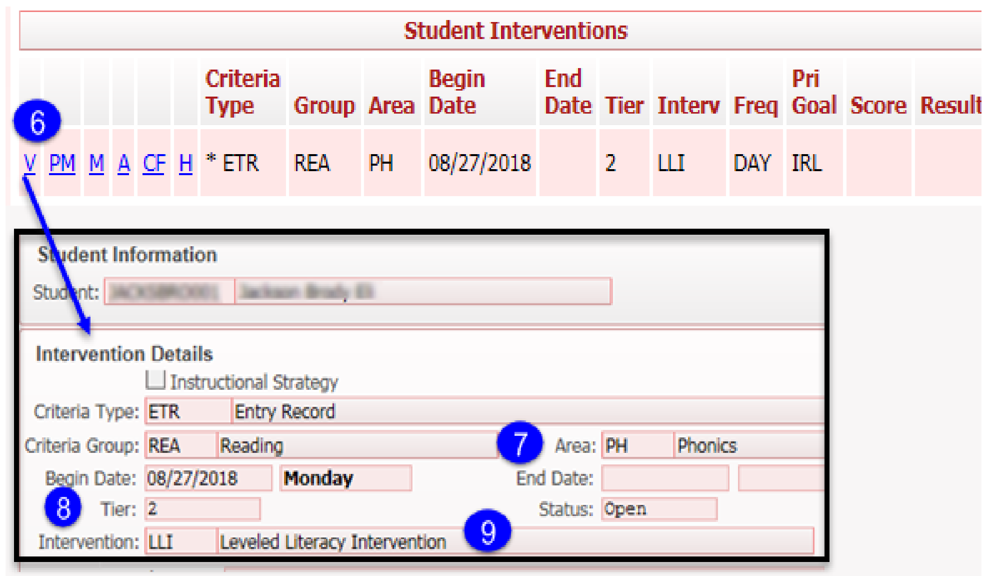
3. Verify Filter is listed as Active RTI Students
4. Select the Student to review information



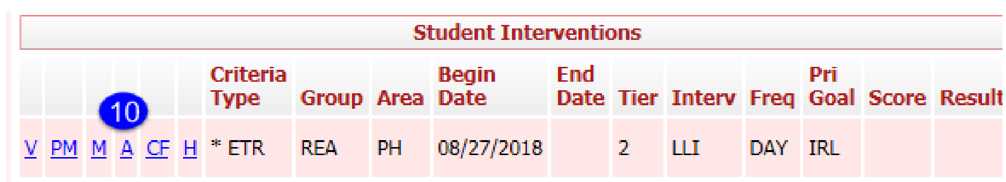
5. Click on RTI Information



6. Student Interventions are listed at the bottom of the screen – "V" (View) Intervention entered by RTI Coordinator/Team
7. Review the Area
8. Tier of Intervention
9. Type of Intervention



10. Attach document to the Intervention. Follow the above listed steps 7 and 8 on how to add an Attachment.

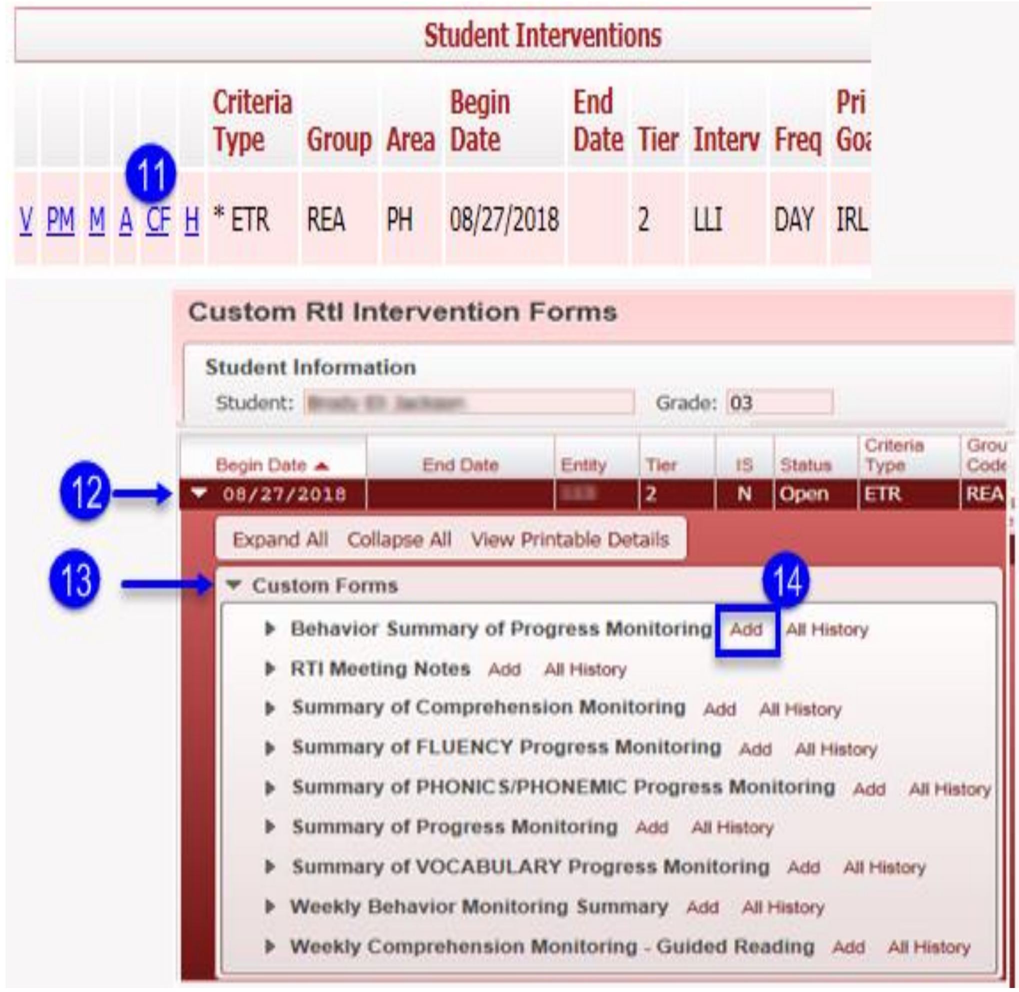


11. Locate Forms to be completed for RTI Intervention, which includes **Progress Monitoring forms**, click on CF (Custom Form)

12. Click the arrow to expand the record to review the Custom Forms

13. Expand on Custom Form to access all available Forms for RTI Intervention

14. Choose to Add next to the Form that needs to be completed. The form can either be Saved or Printed and Saved. **Progress Monitoring Forms** that are Saved, can be edited as needed by clicking on the expand arrow to locate the original Saved document.



15. To get a quick view of any forms that may have been added and or need to be edited, click on the Expand All to display any form that has been added.