**RTI Required Documentation for SST**

***Please attach to the inside front cover (left side) of the red SST folder***

Items should be checked and dated as completed

To be completed by teacher, with data team/PLC at Tier 2

* Do not schedule SST meeting until the following documentation is received

[ ] Response to Intervention Documentation Form (Academic, Articulation or Behavior)

[ ] Data Collection/Graphing Documents (STAR, Dibels, SRI, language rubrics, frequency and duration forms etc.)

[ ] Fulton County Language Checklist

[ ] Skills Inventory – Academic

[ ] Skill Inventory – Behavior

     Date File Received and Returned (with coaching) if incomplete

     Date File Received – Complete

To be completed by SST chairperson

[ ] Schedule Initial SST Meeting

      Date and Time Scheduled

**Send to Parent via US Mail**

     Date Mailed

[ ] SST Parent Notification Letter

[ ] Parent Questionnaire

      Date received by parent

[ ] Parent Consent for Vision and Hearing Screening

      Date received signed by parent

**Next Steps**

[ ] Turn in H/V Screening form to designated staff

      Date Hearing Passed

      Date Vision Passed

[ ] Send Hearing Failure letter to parent if applicable

      Date follow-up returned by parent

[ ] Send Vision Failure letter to parent if applicable

      Date follow-up returned by parent

[ ] Notify staff of SST meeting

      Date notification sent

[ ] Collaborate with IST and School Psychologist

      Date of collaboration