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| --- | --- | --- | --- |
| Student Name: |  | School & Grade: |  |
| Special Education Teacher: |  | Date Submitted for Review: |  |
| Review Completed by: |  | Date of Review: |  |

The referring teacher will complete the following documentation checklist as a culminating step in referring a student for learning disabilities assessment. The Special Education Director or building administrator must then complete a review of RTI2 services before any tests are administered.

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| I. Documents | | **Teacher**  **Check** | **Reviewer**  **Check** |
| A. Permission to test is on file. | |  |  |
| * Note the Date that Permission was Received: | |  |  |
| * Note the 60-Day Deadline Date: | |  |  |
| B. Parent/Guardian completed the ***Parent Input Form***. **π** | |  |  |
| C. The ***Exclusionary Factors Checklist***has been completed. **π** | |  |  |
| * Note Date of Vison Screening: | |  |  |
| * Note Date of Hearing Screening: | |  |  |
| D. The Certifying Specialist has completed a systematic observation. **\*** | |  |  |
| II. RTI2 Services Review | | **Teacher**  **Check** | **Reviewer**  **Check** |
| A. Tier I instruction has been observed using the TEAM model. Fidelity goals met.  **π** | |  |  |
| B. Tier II and/or Tier III/SPED Fidelity Monitoring ***(PM 203)*** has been completed. Fidelity goals met. **π** | |  |  |
| C. ***RTI2 Attendance and Intervention Form (PM 202)*** has been completed. Student met all goals. **π** | |  |  |
| D. STAR student progress monitoring reports are available. Review of data supports referral. | |  |  |
| E. ***Gap Analysis Worksheet*** ***(REF 401*)** has been completed. Gap analysis supports referral. **π** | |  |  |
| F. ***Rate of Improvement Worksheet (REF 402)*** has been completed. RIO Analysis supports referral. **π** | |  |  |
| G. ***Intervention Plan and Review (IST 301)*** has been completed.  **π** (IST 301) | |  |  |
| III. Test Scores, Grades | **N/A** | **Teacher**  **Check** | **Reviewer**  **Check** |
| A. Most current report card includes grades and attendance. **\*\*** |  |  |  |
| B. TCAP/TNReady test reports for the current year are available. **\*\*** |  |  |  |
| C. Woodcock Johnson Achievement Test scores are current. **\*\*\*** |  |  |  |

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| **π** | ***This document is available on the District website.*** |
| \* | ***This step may not be completed before the school psychologist reviews documents.*** |
| \*\* | ***These documents are not required if an Intervention Support Team Referral Form for Comprehensive Evaluation is completed with all items completed. This may be applicable event if the documentation supports a re-evaluation with no additional testing.*** |
| \*\*\* | ***The Woodcock Johnson Achievement Test must be completed for all initial referrals and re-evaluations.*** |