

**\*\*This process should begin when academic progress is limited following implementation of Tier 1(universal) and 2 (small group) interventions for an adequate period of time. \*\***

Step 1- Determine the cutoff score, using the universal benchmarking data, that indicates a significant academic concern.

- Complete Student Benchmark Data – Academic Considerations Referral required form A1, A2, A3

Step 2- Examine the Determinant factors that may impact appropriate instruction to rule out as primary cause of low academic performance.

- Complete Determinant Factors Checklist – Academic Considerations Referral required form B
- Complete Five Minute Student Observation – Academic Considerations Referral required form C

Step 3 – Examine the Exclusionary Factors that may impact student as primary cause of low academic performance.

- Complete Vision/Hearing/ Physical Impairment – Academic Considerations Referral required form D
- Attach transcript or permanent grade record – Academic Considerations Referral required form E
- Attach attendance record – Academic Considerations Referral required form E
- Attach disciplinary report – Academic Considerations Referral required form E
- Attach current grades – Academic Considerations Referral required form E
- Attach dates of previous case study evaluations – Academic Considerations Referral required form E
- Complete Consideration of Other Factors – Academic Considerations Referral required form F

Step 4 – Examine Rtl Interventions and implementation fidelity

- Complete Reading Intervention Plan – Academic Considerations Referral required form G-1
  - and/or
- Complete Math Intervention Plan – Academic Considerations Referral required form G-2
  - And/or
- Complete Writing Intervention Plan – Academic Considerations Referral required form G-3
- Complete Student Intervention Log – Academic Considerations Referral required form H
- Complete Intervention Fidelity Observation – Academic Considerations Referral required form I

Step 5 – Examine Progress Monitoring Data to determine lack of progress in area(s) of concern

- Complete Progress Monitoring Data – Academic Considerations Referral required form J
- Complete Classroom Accommodations/Strategies – Academic Considerations Referral required form K