MTSS/RTI

Pre-referral/Referral

Step 1:

1. SSO
2. BASIS
3. Click on Teacher – top blue bar

Drop chose academic or behavior Tier 1 strategies

4. Create New Strategy

1. Student Name – last name
2. Fill out panel on each tab

Observation should be simple and show area of concern

Documents – upload if you have. If not make notes of data in observation box

1. Click Save and Close – when everything is complete

This must be done three times but **Only fill out an observation the first time**

Step 2: Still on BASIS

1. Referrals – on blue bar

Click RTI

2. Create a CPS Referral

Click academic or behavior referral

1. Email a member of CPS team (Carolina, Alison, Teena)

Include name of student and 1 or 2 dates and times you are available to meet

Any questions or difficulties please let me know