Intensive Intervention Meeting Agenda

(30 minutes)

**Note:** Teams should modify this sample agenda as needed to fit the student’s needs, school schedule, and team structure.

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| Roles | Potential Team Members |
| * **Facilitator:** Explains the purpose of the meeting and keeps the participants on task. * **Referring teacher:** Completes premeeting student summary form, describes the student, and shares student data during the meeting. * **Scribe:** Takes informal notes and tracks brainstorming ideas in a visible space. * **Timekeeper:** Times each section of the meeting and helps the team adhere to the allotted time. * **Note-taker:** Takes formal notes for documentation using a template. | * Referring teacher or intervention provider * Content specialist * Administrator * Coach * School psychologist * Social worker * Special educator * English as a second language or English language development instructor * General educator or classroom teacher * Parent (as available and appropriate) |

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| **Step** | **Who** | **Time** |
| *Complete the* [*Student Summary Form*](https://intensiveintervention.org/sites/default/files/Student_Summary_Form.docx) *or other documentation and bring graphed progress monitoring data, implementation data, and other relevant available diagnostic data.* | Referring teacher | Before meeting |
| 1. **Introduce the meeting and review its purpose** | Facilitator | 2 min. |
| 1. **Describe the student and share data** | Referring teacher | 5 min. |
| 1. **Ask clarifying questions to create a hypothesis** | Team | 5 min. |
| 1. **Review evidence-based strategies for intensification** | Team | 8–10 min. |
| 1. **Prioritize and plan** | Team | 5–7 min. |
| 1. **Wrap up and establish next steps** | Facilitator | 3 min. |