Intensive Intervention Meeting Note-Taking Template

(DATE)

| Meeting Attendees |  |
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| **Facilitator** |  |
| **Teacher** |  |
| **Timekeeper** |  |
| **Scribe** |  |
| **Note-taker** |  |
| **Other attendees** |  |

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| 1. **Introduce the meeting and review its purpose** |
| Teacher: |
| Student: |
| Purpose of meeting: |
| 1. **Describe student and share data.** If available, link to the information provided in Parts 2–5 of the [Student Summary Form](https://intensiveintervention.org/sites/default/files/Student_Summary_Form.docx) and note any changes or additions below. If information is not available in the Student Summary Form or another format, note key information from the discussion below. |
| Description of student (strengths and area[s] of concern): |
| Current intervention and supports: |
| Summary of student data: |
| Draft hypothesis: |
| 1. **Ask clarifying questions to create a hypothesis** |
| Summary of questions and responses: |
| Revised hypothesis describing factors that are contributing to insufficient progress: |

| 1. **Review evidence-based strategies for intensification** |
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| Brainstorm of evidence-based strategies and/or adaptations to address student need: |
| 1. **Prioritize and plan** |
| **Description of student plan.** Use the [Intervention Plan (for Small Groups or Individual Students)](https://intensiveintervention.org/resource/intervention-plan-small-groups-or-individual-students) planning template or another format to document the student plan. Ensure that the plan includes the following information:   * Person(s) responsible for delivering intervention, including any adaptations * Materials of curriculum used * Identified adaptations (if relevant) * Group size * Sessions per week * Minutes per session * Additional resources or support needed * Person responsible for collecting progress-monitoring data * Frequency of data collection * Progress monitoring measure or tool * Student goal * Plan to document fidelity   Prioritize:  1 = Will try right away  2 = Will consider trying in the future  3 = Have already attempted  4 = Need to research further |

| Rating | Strategy or Adaptation | Person Responsible | Timeline |
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| 1. **Wrap up and establish next steps** |
| The team will meet in \_\_\_\_\_ weeks on (DATE) at (TIME).  Where will the plan be documented?  How will the plan be distributed to teachers?  What is the plan for teacher check-in with the parent? |