Handout 5: Sample Progress-Monitoring Meeting Note-Taking Template

(DATE)

| **Meeting Attendees** | |
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| **Facilitator** |  |
| **Intervention Provider** |  |
| **Timekeeper** |  |
| **Scribe** |  |
| **Note-Taker** |  |
| **Other Attendees** |  |
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| 1. **Summarize Student Plan and Discuss Implementation of Plan** | |
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| **Student:** | **Intervention provider:** |
| **Summary of student plan:**  *Note: You may choose to attach or refer to the plan from the previous meeting.*  **Discuss implementation of plan:**  Describe any factors that have impacted the implementation of the plan (e.g., scheduling, attendance, resources, behavior, and so on). | |

| 1. **Review Progress-Monitoring Data and Additional Data** |
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| **Review of progress-monitoring data:**  Is the student making adequate progress toward his/her goal(s)?   * Are the four most recent progress-monitoring data points above or below the goal line? * Is the student’s trend line flatter or steeper than the goal line? * Other information?   Were additional data collected? (If so, note below.) |
| 1. **Group Questioning and Hypothesis** |
| **Summary of questions and responses:** |
| **Hypothesized factors that are contributing to insufficient progress:** |
| 1. **Problem-Solve, Prioritize, and Plan** |
| **Summary of evidence-based strategies and/or adaptation to address student need:** |
| **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 Change** | **Person Responsible** | **Timeline** | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

| **Description of adapted student plan:**  Person(s) responsible for delivering intervention, including any adaptations:  Curriculum materials used:  Group size:  Sessions per week:  Minutes per session:  Additional resources or support needed:  How will progress be monitored?   * Person responsible for collecting progress-monitoring data: * Frequency of data collection: * Progress-monitoring measure or tool:   How will we know if the intervention is working (is there a clearly defined goal)?  Goal: |
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| 1. **Dates and Communication** |
| The team will meet in \_\_\_\_\_ weeks on \_\_\_\_\_\_(DATE) at \_\_\_\_\_\_(TIME).  Plan for teacher communication with parent/guardian: |