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. |