**SBIT Checklist**

**Teacher/Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STEP 1 – When Tier I and II don’t seem to be working**

|  |  |  |
| --- | --- | --- |
| MUST DO | **Who** | **Check-Off** |
| Tier II/III intervention in place (collect data/graph, fill out necessary PMP papers to ensure vitality) | **Teacher** |  |
| Make a parent contact and document on parent conference log/email.  Teacher  \_\_\_\_ discuss area(s) of concern  \_\_\_\_ intervention(s) in place to address need(s)  \_\_\_\_ progress monitoring data  Turn copy of contact in to Counselor for Working Folder | **Teacher** |  |
| Observation – Record an actual observation of the child  The observation must take place during instruction time that is related to the area of concern.  Turn copy of observation in to Counselor for Working Folder | **Teacher** |  |
| Document on SBIT Board – electronic form – request the form from the Support Facilitator | **Teacher/SF** |  |
| Schedule Meeting to Review SBIT Board with Support Facilitator to ensure all information/graphing is complete | **Teacher** |  |
| Support Facilitator schedules a meeting for SBIT through Guidance Counselor | **SF** |  |