ESSENTIAL TASK LIST FOR PROGRESS MONITORING IN TIERS 2 AND 3

Directions: In the second column, write the name(s) of the individual or team who will assume responsibility for the task identified in the first column. In the third column, write the deadline for or status of the task.

Task	Responsible Individual/ Team	Timeline/Status
Implement a system of data collection and progress monitoring that includes determining both level and growth rate.		
Within the relevant area of focus for the intervention, review the progress monitoring measure or tool selected for Tier 2 and beyond to determine whether content is aligned with the intervention.		
Administer the progress monitoring measure frequently enough to assess a learner's responsiveness. At Tier 2, two to five times per week is the research-based recommendation.		
Organize results to provide a profile of the student's progress within this tier. This could be a graph of test scores supplemented with student work samples.		
Monitor results to determine whether a student is responding to the intervention.		
Develop decision rules about when to return a student to Tier 1, when to continue with Tier 2 and beyond, and whether further scrutiny of student performance for special education is warranted.		

Source: Johnson, E., Mellard, D. F., Fuchs, D., & McKnight, M. A. (2006). *Responsiveness to intervention (RTI): How to do it.* Lawrence, KS: National Research Center on Learning Disabilities.