ESSENTIAL TASK LIST FOR PROGRESS MONITORING IN TIER 1

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 or status of the task.

Task	Responsible Individual/Team	Timeline/Status
Within the relevant content area, review the progress monitoring measure or tool selected for Tier 1 to determine whether content is aligned with your curriculum.		
Once a tool has been selected, determine and secure the resources required to implement it (e.g., computers, folders/copies, testing areas).		
Determine initial professional development needs and continuing professional development support.		
Implement a system of data collection and progress monitoring that includes determining both level and growth rate.		
Administer the progress monitoring measure frequently enough to assess a learner's responsiveness. At Tier 1, screening is three times a year, with routine monitoring weekly or twice weekly.		
Monitor results at the individual student level and make decisions about reasonable cut scores to determine movement to Tier 2 and beyond.		
Monitor results at the classroom level and make decisions about when teachers or instructional programs require more scrutiny and support.		

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.