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**
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| **Summary of questions and responses:** |
| **Hypothesized factors that are contributing to insufficient progress:** |
| 1. **Problem-Solve, Prioritize, and Plan**
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| **Summary of evidence-based strategies and/or adaptation to address student need:** |
| **Prioritize:**1 = Will try right away2 = Will consider trying in the future3 = Have already attempted4 = Need to research further

| **Rating** | **Strategy or Change** | **Person Responsible** | **Timeline** |
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| **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**
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| The team will meet in \_\_\_\_\_ weeks on \_\_\_\_\_\_(DATE) at \_\_\_\_\_\_(TIME).Plan for teacher communication with parent/guardian: |