Initial Meeting Note-Taking Template

(DATE)

| **Meeting Attendees** |
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| **Facilitator** |  |
| **Teacher** |  |
| **Timekeeper** |  |
| **Scribe** |  |
| **Note-Taker** |  |
| **Other Attendees:** |

| 1. **Introduction and purpose**
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| **Teacher:** | **Student:** |
| **Purpose of meeting:** |
| 1. **Describe student and share data**
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| **Description of student (strengths and area[s] of concern):** |

| **Current intervention and supports:** |
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| **Review of student data:** |
| 1. **Ask clarifying questions to create hypothesis**
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| **Summary of questions and responses:** |
| **Hypothesized factors that are contributing to insufficient progress:** |

| 1. **Review evidence-based strategies for intensification**
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| **Summary of evidence-based strategies and/or adaptations to address student need:** |
| 1. **Prioritize and plan**
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| **Prioritize:**1 = Will try right away2 = Will consider trying in the future3 = Have already attempted4 = Need to research further

| **Rating** | **Strategy or Adaptation** | **Person Responsible** | **Timeline** |
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| **Description of Student Plan:**Person(s) responsible for delivering intervention, including any adaptations:Materials of curriculum 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. **Wrap-up and next steps**
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| The team will meet in \_\_\_\_\_ weeks on (DATE) at (TIME).Where will the plan be documented?How will the plan be distributed to teachers?Plan for teacher check-in with parent: |