Intensive Intervention Meeting Note-Taking Template

(DATE)

| Meeting Attendees |  |
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| **Facilitator** |  |
| **Teacher** |  |
| **Timekeeper** |  |
| **Scribe** |  |
| **Note-taker** |  |
| **Other attendees** |  |

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| 1. **Introduce the meeting and review its purpose**
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| Teacher: |
| Student: |
| Purpose of meeting: |
| 1. **Describe student and share data.** If available, link to the information provided in Parts 2–5 of the [Student Summary Form](https://intensiveintervention.org/sites/default/files/Student_Summary_Form.docx) and note any changes or additions below. If information is not available in the Student Summary Form or another format, note key information from the discussion below.
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| Description of student (strengths and area[s] of concern): |
| Current intervention and supports: |
| Summary of student data: |
| Draft hypothesis:  |
| 1. **Ask clarifying questions to create a hypothesis**
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| Summary of questions and responses: |
| Revised hypothesis describing factors that are contributing to insufficient progress: |

| 1. **Review evidence-based strategies for intensification**
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| Brainstorm of evidence-based strategies and/or adaptations to address student need: |
| 1. **Prioritize and plan**
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| **Description of student plan.** Use the [Intervention Plan (for Small Groups or Individual Students)](https://intensiveintervention.org/resource/intervention-plan-small-groups-or-individual-students) planning template or another format to document the student plan. Ensure that the plan includes the following information:* Person(s) responsible for delivering intervention, including any adaptations
* Materials of curriculum used
* Identified adaptations (if relevant)
* Group size
* Sessions per week
* Minutes per session
* Additional resources or support needed
* Person responsible for collecting progress-monitoring data
* Frequency of data collection
* Progress monitoring measure or tool
* Student goal
* Plan to document fidelity

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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| 1. **Wrap up and establish 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?What is the plan for teacher check-in with the parent? |