

# Orchard Farm Elementary RTI Tier 3 Referral Process

[Tier 3 Referral form](#) is filled out and completed. Assistant Principal, or Tier 3 coordinator, is notified.

Based on concerns, Tier 3 Coordinator decides who is responsible for holding Tier 3 Initial meeting.

**Main Concern ELA Related**  
The Tier 3 coordinator will send the referral to the Reading Interventionist Team to conduct an initial meeting with the teacher.

**All Other Referrals**  
The Tier 3 coordinator will set-up an initial meeting with the teacher, and decide which other persons should be involved in the initial meeting.

**Behavior Based Referral**  
The Tier 3 coordinator will set-up an initial meeting with the teacher, SIP coordinator, and school counselor.

Member of the Reading Intervention Team facilitates an initial [Tiered Intervention Plan](#) Meeting. (1st Meeting)

Tier 3 Coordinator or another designated person facilitates an initial [Tiered Intervention Plan](#) Meeting. (1st Meeting)

Tier 3 Coordinator or another designated person facilitates an initial [Tiered Intervention Plan](#) Meeting. (1st Meeting)

**Interventions Implemented**  
Parents are notified and Interventions are carried out. Original team meets in 4-8 weeks to check progress of intervention. Tiered Intervention Plan updated. (2nd Meeting)

**Progress Is Made**  
Original Team may choose to continue interventions as is, or discontinue interventions if goal has been met and sustained. Tiered Intervention Plan updated.

**Progress Is Not Made**  
Team may choose to continue interventions with more frequency, intensity or duration, or team may choose to change type of intervention. Tiered Intervention Plan updated.

**Interventions Implemented**  
Interventions are carried out for 4-8 weeks. Meeting is scheduled according to progress. (3rd Meeting)

**Progress Is Made**  
Original team may choose to continue interventions as is, or discontinue interventions if goal has been met and sustained. Tiered Intervention Plan updated. Progress monitoring continues. Parents are notified.

**Progress Is Not Made**  
Tier 3 Coordinator will set up meeting with the teacher, School Psychologists, Parents, and any other personnel needed to conduct a Review of Existing Data (RED) Meeting with the potential outcome for a SPED referral.