



BCSI Student Focus Team Meeting Minutes

Student:		Grade:	
Class/Teacher Name:		Date:	

Meeting 1 Date: _____ **Parent Contact date/time:** _____

Parent in Attendance - Yes No

Circle the RtI Tier/s being discussed during this meeting: **Tier 2** **Tier 3**

Concerns discussed/Progress made (attach evidence, data and graphs):

<u>Intervention/Next Steps</u>	<u>Person Responsible</u>	<u>Type of Data to Collect</u>	<u>Time</u> (how often, how long)
1.			
2.			
3.			

Resources/Ideas for Home:

Date/Time to Meet back for Review of Student Progress: _____

Date and Time

Parent Signature _____

Teacher Signature _____

Meeting 2 Date: _____ **Parent Contact date/time:** _____

Parent in Attendance - Yes No

Circle the RtI Tier/s being discussed during this meeting: Tier 2 Tier 3

Concerns discussed/Progress made (attach evidence, data and graphs):

<u>Intervention/Next Steps</u>	<u>Person Responsible</u>	<u>Type of Data to Collect</u>	<u>Time</u> (how often, how long)
1.			
2.			
3.			

Resources/Ideas for Home:

Date/Time to Meet back for Review of Student Progress: _____

Date and Time

Parent Signature _____

Teacher Signature _____

Meeting 3 Date: _____ **Parent Contact date/time:** _____

Parent in Attendance - Yes No

Circle the RtI Tier/s being discussed during this meeting: Tier 2 Tier 3

Concerns discussed/Progress made (attach evidence, data and graphs):

<u>Intervention/Next Steps</u>	<u>Person Responsible</u>	<u>Type of Data to Collect</u>	<u>Time</u> (how often, how long)
1.			
2.			
3.			

Resources/Ideas for Home:

Date/Time to Meet back for Review of Student Progress: _____

Date and Time

Parent Signature _____

Teacher Signature _____

**GRAPHS MUST BE ATTACHED AND GIVEN/SENT TO PARENTS
AT EACH MEETING**

Continue this format for all other Student Focus Meetings for a student