

# Hamilton High School RTI/KIT Team Initial Referral

To be filled out by referring teacher/staff/parent/student.

To: RTI/KIT Team

From: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_

Grade in School: \_\_\_\_\_ Subject or Activity: \_\_\_\_\_

**Reason for referral:** check all that apply

\_\_\_ Attendance

\_\_\_ Behavior

\_\_\_ Academics

\_\_\_ Health

Please give a brief description of **observed** behavior that has prompted your concern. Give data to support your concern. Please avoid subjective comments.

**Academic Concerns:** Please give information on the following, either by listing on this sheet or attaching information.

- Most recent progress monitoring data (classroom test scores, homework scores):
- Other assessment data (Reading Plus, ISATs, etc.):
- Report card—please attach.
- Attach at least two classroom work samples demonstrating area of concern.
- Other pertinent data or observations:

**Social/Behavioral Concerns:**

- Baseline data: Describe the behavior frequency/duration/intensity of the problem behavior. (*example: didn't turn in 10 of last 15 assignments; blurts out in class 5 times a class period*)
- Other pertinent data or observations:
- Office referrals (please attach reports)

Please complete the checklist on the reverse side.

Please place this in a sealed envelope and place in the RTI/KIT Referral Box in the high school office OR email it to [rtikit@hhs328.com](mailto:rtikit@hhs328.com).

## Prior Interventions Checklist

Please indicate the types of interventions you have tried prior to referral. Put n/a if that particular intervention would not be appropriate for this student.

- |   | Date(s) |
|---|---------|
| 1. Spoke to student privately after class.  |         |
| a. Topic of discussion: _____   | _____   |
| 2. Gave student help after class/school   | _____   |
| 3. Changed student's seat.  | _____   |
| 4. Spoke with parent on the telephone. Phone number: _____                          | _____   |
| 5. Gave student special work at his/her level.                                      | _____   |
| a. How did the student do with that work?   |         |
| 6. Checked cumulative folder.   | _____   |
| a. What information did you find that would inform this process?                    |         |
| 7. Held conference with parent at school.   | _____   |
| 8. Sent notices home regarding behavior/school work.                                | _____   |
| 9. Arranged an independent study program for student.                               | _____   |
| 10. Demonstrated extra attention to student.  | _____   |
| 11. Established contingency management program (behavior/instruction) with student. |         |
| a. Explain:   | _____   |
| 12. Assigned student after school detention.  | _____   |
| 13. Referred student to guidance/administration.                                    | _____   |

Other: (please explain in detail)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Teacher signature: \_\_\_\_\_