

LEADING MTSS MEETINGS

Checklists + Agenda Examples and Templates



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MTSS Meeting Checklist for Instructional Coaches

- Benchmark Data collected and able to be sorted
 - By teacher
 - By score
 - By subgroup
- Secondary Data collected and able to be sorted
 - By teacher
 - By score
 - By subgroup
- Ideas for Tier 1 Whole Group Instructional focus/goal ready for discussion based on data
- Review [How Do I Plan and Teach Small Reading Groups?](#) to ensure
 - Focus Folder materials ready (file folders, green, yellow, red, blue sticky notes, focus folder labels)
 - Focus Folder Flowchart copied
 - Blank PDSAs copied
 - PDSA Guiding Questions ready (if conducting an End-of-Round MTSS meeting)
 - Plan for Tier 1 Small Group Instruction ready
 - Determine progress monitoring tools for each group
- Plan for Tier 2 Intervention ready
 - Who provides the intervention?
 - What program/tool is used for the intervention?
 - When does it happen?
 - Which students receive it?
 - Determine progress monitoring tool and schedule
 - Determine how a student is exited from the intervention
- Plan for Tier 3 Intensive Intervention ready
 - Who provides the intervention?
 - What program/tool is used for the intervention?
 - When does it happen?
 - Which students receive it?
 - Determine progress monitoring tool and schedule
 - Determine how a student is exited from the intervention
- Chart paper and sticky notes or spreadsheet ready to document groups if your school uses a "Walk-to-Intervention" model for Tier 2 & Tier 3 Instruction
- MTSS Parent Letter created
- Create Agenda
- Send Agenda to meeting participants

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**MTSS Beginning-of-the-Year Meeting
Date**

Agenda:

- 1.) Celebrations
 - a.) Great Start to the Year
 - b.) Fall Benchmarking Data/Classroom Data Collection Completed (Aimsweb, CORE Phonics Survey, PAST)
 - c.) Teamwork & Accountability to Each other as a Member of this MTSS Team
- 2.) Goal Setting for Spring
- 3.) Focus Folder Sort
 - a.) Cut-points on Aimsweb for Fall Benchmarking Period
 - b.) Sorting Flowchart
- 4.) Identify & Assign Tier 2 & Tier 3 Intervention Groups to Staff
 - a.) Number & Need
 - b.) Outliers & Additional Data Points
- 5.) PDSA Design & Planning
 - a.) Collaborative Planning/Design
 - b.) Expectations for PDSAs, accountability, and monitoring
- 6.) Parent Letters for ALL Students

Items to Bring to the Meeting:

Classroom Teachers:	SpEd:	Interventionist:	Instructional Coach:
<ul style="list-style-type: none">• Mac Book• Completed PAST & CPS data• Formative Observations	<ul style="list-style-type: none">• MacBook• Working File for SpED Students• Beginning of Year Data	<ul style="list-style-type: none">• MacBook• Working File for Tier 3 Intervention Students	<ul style="list-style-type: none">• MacBook• All compiled Data• Focus Folder Sort Flowchart• Folders• Sticky Notes• Spreadsheet for Groupings

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MTSS Follow-Up Checklist for Instructional Coaches

- Schedule PDSA Support/Planning Time for teachers
- Ensure teachers have the teaching materials they need for instruction
- Create a plan for gathering initial data points for students moving into new groups (ex. A student has now mastered letter knowledge and is moving into a group that uses nonsense word fluency as a progress monitoring measure)
 - Who will gather the initial data point?
 - When will the student be assessed? (As soon as possible)
- Create a norm-referenced document for group data tracking if using paper/pencil progress monitoring tool like Dibels (Google Sheets or Microsoft Excel works well)
- Create Progress Monitoring Groups on digital platform if using a progress monitoring tool like Aimsweb or ISIP