**Teacher Nomination Form Guidance**

As your team drafts your Teacher Nomination Form, consider if you already have a nomination or referral form for RTI - Academics and/or counseling. If so, is there a way to consolidate these forms so teachers can just use one? When creating your form, you will also want to think about your school’s process for completing the form. Consider the list of questions below to help your team create your nomination form process.

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| **If I am a Teacher I need to know…** |
| * Where do I find the nomination form? * What do I do with the form after I complete it?   + Where do I put it? / Who do I turn it into? * When do I complete this form? * Do I need to consult with my grade level team before filling out the form? * What if I haven’t spoken to the parent yet? * When are these forms reviewed? * When can I expect to hear about the team’s decision? * How can I be a part of the team’s decision? |
| **As a Team we need to know…** |
| * Do we have a flowchart or checklist of our nomination form process? (see flowchart on next page as an example) * Do all our staff have access to this flowchart/checklist?   + When will we train our staff on the form and process? * When are forms picked up? / Who picks up the forms? * What do we do with the forms prior to meetings? * How often do we review the forms? * What do we do with the forms after we discuss them? * How do we inform the teacher of our decision? * How quickly will the teacher know of our decision? * Do we have a way to keep track of forms completed throughout the year? * Can a teacher fill out a form again for the same student? * How do we decide if the student needs tier II supports? * What do we do if a student does not meet criteria for Tier II supports? * Do we invite the referring teacher to our team meeting? * If our team meetings are during the day, how do we find coverage for the teacher to attend? |



Nomination

Process

*Teacher Steps*

*Example*

Tier II team reviews nomination along with other student data and makes a decision

Teacher completes Nomination Form and turns it in to Tier II Team Lead or Data Analyst

Teacher continues to implement classroom strategies

Teacher implements strategies and contacts parent

Student behavior improves

Student behavior does not improve

Teacher conducts classroom management check and consults with grade level team about additional classroom strategies

Student exhibits reoccurring problem behavior



*Tier II Team Steps*

*Example*

Nomination

Process

Student begins

Tier II intervention

Team decides action steps

Nomination Form is returned to teacher and additional classroom interventions are recommended

Tier II Team decides student **meets** criteria for consideration

Tier II Team decides student **does not meet** criteria for consideration

Tier II Team reviews Nomination Form and other data sources

Teacher completes Tier II Nomination Form