



Coach Card for Completing the 2010-2011 Middle and High School Tracking Sheet

- Step 1:** After you open the Excel file, note that tabs have been designated for each grade level at the bottom of the spreadsheet. Each grade level has two tabs labeled, *IR/Tier 2 AND Tier 3*. The Initial Review (IR) and Tier 2 tab should be used to document any student initially discussed at ABIT and/or entering a Tier 2 intervention.
- Step 2:** Enter the School Name, Grade Level, and School Year.
- Step 3:** Enter the Student's Name.
- Step 4:** ABIT Meeting Date: Enter the date of the ABIT meeting at which the student is *initially* discussed.
- Step 5:** Race: Enter the student's race: A (Asian), B (Black), H, (Hispanic), W (White), O (Other).
- Step 6:** Gender: Enter student's gender.
- Step 7:** Reason for Referral: Select the reason(s) the student has been referred to ABIT.
- Step 8:** DEWS: Select each identified area according to the DEWS report.
- Step 9:** Number of ODRs: Enter the total number of office discipline referrals the student has received.
- Step 10:** Intervention Area: Select the area in which an intervention area will be implemented.
NOTE: If an additional intervention area is needed for the student, begin a new entry on the tracking sheet.
- Step 11:** Intervention Name: Enter the name of the intervention to be implemented.
- Step 12:** Intervention Start Date: Enter the first date of intervention implementation.
- Step 13:** Progress Monitoring Dates: Enter the dates the intervention data are reviewed for student progress. **NOTE:** Interventions should be reviewed every 5-7 data points.
- Step 14:** Intervention End Date: Enter the last date of intervention implementation.
- Step 15:** Intervention Decision and Comments:
- If a decision is made to start a different intervention, begin a new entry on the tracking sheet.
 - If a decision is made to modify the intervention, document the modification in the Comments section.
 - If a decision is made to move the student to a different tier, begin a new entry in the appropriate tab for Tier 2 or Tier 3 students.
 - If the student has reached his/her goal and a maintenance plan is needed, document the plan in the Comments section.
 - If a decision is made for a 504/special education evaluation, document results of evaluation in Comments section.