



**Mustang Student  
Intervention System**

**Pre-initial Meeting Form ( completed by counselor)**

Planning for Initial Intervention Meeting



The following steps may be taken in an effort to prepare for, and save time during, the initial meeting:

**Step 1:** Review the Intervention referral – Is it complete?

- \_\_\_\_\_ Was the parent notified of the referral?
- \_\_\_\_\_ Start an Intervention file or folder for the student

**Step 2:** Review the teachers concerns

- \_\_\_\_\_ Decide if the concerns are specific enough and there is enough information on the referral form. If not, collect additional information form the teachers/team.
- \_\_\_\_\_ Decide if the referral is appropriate for the Intervention planning process
- \_\_\_\_\_ Review the cum folder and record on the cum folder review sheet

**Step 3:** Collect baseline data

- \_\_\_\_\_ **Add data form to the Intervention folder** (Baseline information related to referral - if we do not have yet we will collect at Initial Intervention Planning Meeting.)

**Step 4:** Schedule the Initial Intervention Planning Meeting ( completed by counselors)

- \_\_\_\_\_ Decide if there are any other people that the team would like to invite to the meeting (e.g. building reading or math specialist, other teachers on the team)
- \_\_\_\_\_ Contact the parent or guardian to update and notify them that Intervention Team will be developing a plan for the student

To be completed by counselor after receiving Intervention Referral form by teacher/team.