Spokane Public Schools
excellence for everyone

Student's Name: _____   **Date:** _____

Student ID#: _____   **DOB:** _____   **Grade:** _____

Teacher: _____   **Referred By:** _____

Step One: Referring Teacher/Staff Presentation (5 minutes)
- *Teacher defines the following: 1. Area of Concern 2. Desired Outcome 3. Prior Interventions Implemented*
- *Only the referring teacher talks, and the team just listens and takes notes.*

Step Two: Team asks clarifying questions (5 minutes)
- *Referring teacher answers the team's questions as they ask them.*

Step Three: Solution Oriented Brainstorming Session (5 minutes)
- *Referring teacher/staff simply listens and does not provide feedback.*
- *Interventions should be function based.*

Step Four: Referring Teacher/Staff rates each suggestion on a scale of 1-4. With team support, a workable plan is identified along with who is responsible to assist. Decide a timeline for any intervention. (5 minutes)
- **1**=Will try right away   **2**=Will try in the future   **3**=Currently doing/will continue   **4**=Have tried and didn't work
- *Determine team member who will follow up for identified intervention*
- *Establish timeframe (minimum of 4 weeks) in which to evaluate the plan*
- *Determine data method, frequency and who will be collecting the data*

Adapted from PBISWorld.com

Step 2 and 3:

Intervention	Rating (1-4)	Person Responsible/Timeframe

Step 4:

Data Method	Frequency	Person Responsible	Review Date