

[admin](#), [admin essential](#), [special programs](#), [student records](#)

Special Programs and Accommodations



Looking for more detailed information on setting up Special Programs in your school? [Click here to view our Special Program Enrollments article.](#)

Through the Special Programs and Accommodations area, staff can view/edit RTI2, 504 plans, SPED, EL, Counseling, and Work Permits.

Area 1

RTI2 Response to Instruction and Intervention

- Step 1. Access the RTI2 area by going to the student's dashboard
- Step 2. Choose the "Special Programs/ Accomm. tab at the top of the page
- Step 3. Then click the RTI2 tab

The screenshot shows the 'Response to Instruction and Intervention (RTI²)' form. The top navigation bar has a blue header with tabs: Admin, Reports, Schools, Teachers, Portal, Help, and a search bar. Below this is a secondary navigation bar with tabs: Search, List, Registration, Enrollment, IS Staff Assoc, Discipline, Classes, Med, **Special Programs/Accommodations** (circled in red), TOMS, Sports/Clubs, Tests, Transcripts, Cume, Profile, Dashboard. A third navigation bar contains: **RTI2** (circled in red), 504, SPED, EL, Counseling, Work Permits. The main form area has a title 'Response to Instruction and Intervention (RTI²)' and an 'Import' button. The form fields include: Scope: milestone Student: Ashcroft, August Item ID: [blank]; TIER: [-Select a Tier-]; Status: --; Start Date: [blank]; Finish Date: [blank]; Area of Concern: --; Participation Rate: [blank]; Summary of the problem to be targeted or area of concern: [blank]; Specific goal(s) to be achieved: [blank]; Notes: [blank]. There are 'Created by: -- on --' and 'Updated by: -- on --' fields. Below the form are two tables: 'Supporting Data' and 'Current Interventions'. The 'Supporting Data' table has columns: Assessment / Observation, Date Administered, Student Score / Result, Benchmark Score, Row ID. The 'Current Interventions' table has columns: Specific Instruction, Setting, Frequency / Duration, Date, Responsible Staff, Row ID. There are 'Delete' and 'Save' buttons for each table row.

RTI2 is broken into three tiers

1. Tier 1- Core/Universal Instruction

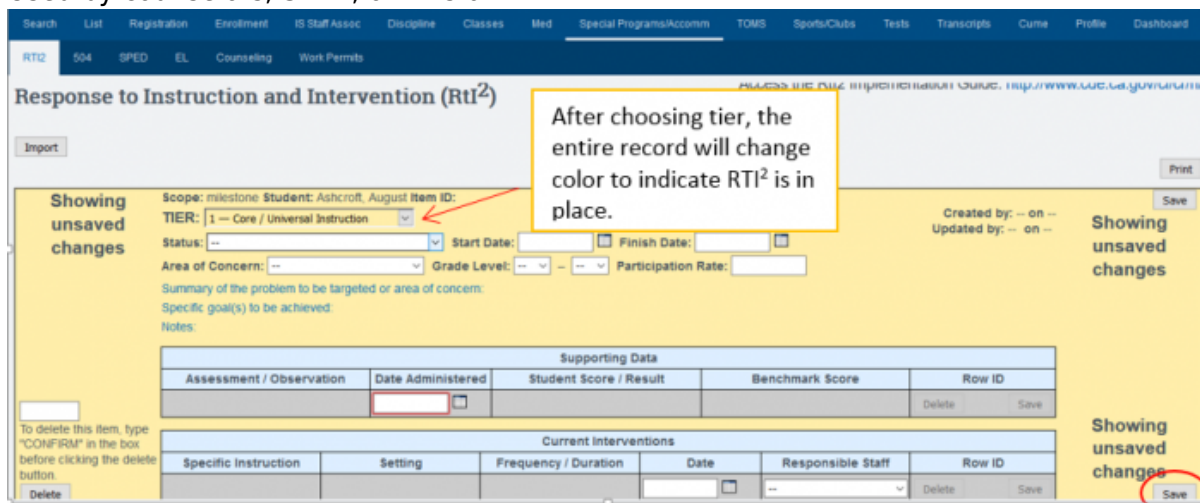
Typically, this is used for students or a group of students in the school. An example might be: "All students will pass the CAHSEE ELA and Math in their 10th grade year." A Tier 1 plan can be set to be available to all or a group of students in the school.

2. Tier 2- Strategic/ Target Instruction

Typically created by a teacher and only for a specific student

3. Tier 3- Intensive Intervention Instruction

Used by counselors, SPED, or EL staff



- Step 4. Fill in appropriate information and click SAVE

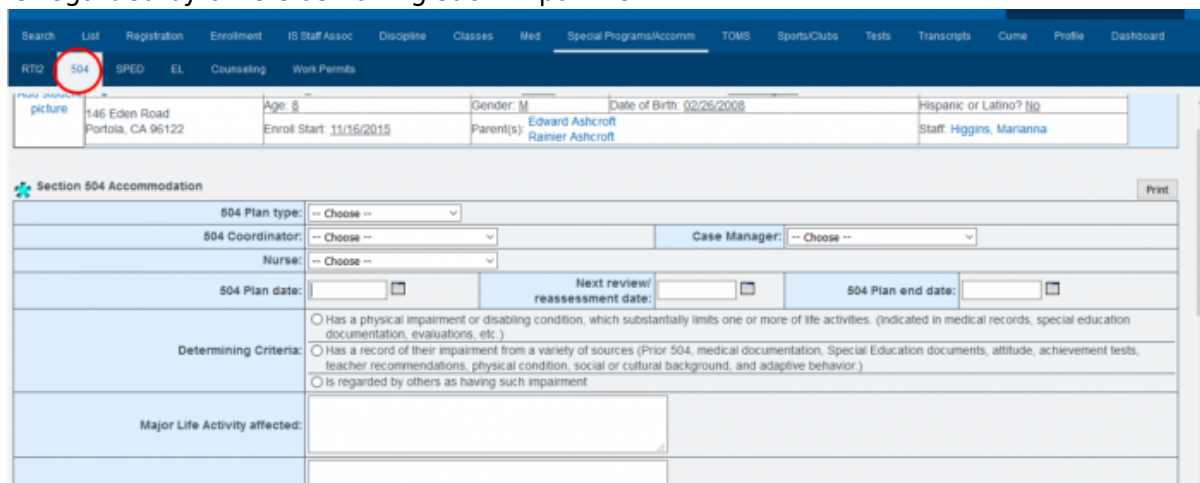
Area 2

504 Plan

- Step 1. Access the RTI2 area by going to the student’s dashboard
- Step 2. Choose the “Special Programs/ Accomm. tab at the top of the page
- Step 3. Then click the 504 tab

Determining Criteria:

1. Has a physical impairment or disabling condition, which substantially limits one or more of life activities. (Indicated in medical records, special education documentation, evaluations, etc.)
2. Has a record of their impairment from a variety of sources (Prior 504, medical documentation, Special Education documents, attitude, achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior.)
3. Is regarded by others as having such impairment



- Step 4. Fill in appropriate information and click SAVE

Area 3

Special Education SPED

- Step 1. Go to Student Dashboard
- Step 2. Access the SPED area by choosing Special Programs/Accomm. on the upper blue bar
- Step 3. Enter Primary Disability, any other important information, and SAVE

Area 4

English Learner EL, Counseling, and Work Permits

- Step 1-4. As above follow same directions, but instead for EL, Counseling and/or Work Permits

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