

**February 2014 Child Study Procedure
Checklist for Teachers**

- ☐ Review student portfolio, cumulative folder, work samples, and any pertinent data.
- ☐ Transfer your student data to the **Tier 2 Documentation Form** and submit to your grade level associate principal.
- ☐ Associate Principal will review the documentation and determine the next steps.
- ☐ If applicable, the Associate Principal will request that you complete the Referral to Child Study Form.
- ☐ Attend scheduled meeting. Bring student cumulative folder, portfolio, and all of your data to meeting.