

Intervention Documentation That Actually Holds Up

Every Tier 2/3 intervention should have these 12 items on file. **Do it once, and the same record serves your daily workflow and holds up when someone asks** — whether it's a parent, the state, or next year's counselor.

1 STUDENT CONTEXT *the why*

- Identified concern** + the specific data that flagged it (benchmark score, teacher referral, attendance pattern)
- Baseline data** — measurable, dated, with source noted
- Parent notified** before the intervention began — date + method of contact

2 THE INTERVENTION PLAN *the what*

- Intervention name** + tier level (2 or 3)
- Target skill or behavior** — specific enough to know what "progress" means
- Frequency, duration, group size** (e.g., 3x/week, 30 min, 1:4)
- Who delivers it + start date** and planned review date

3 PROGRESS & DATA *the evidence*

- Weekly or biweekly data points** logged against the target skill
- Fidelity check** — note whether the intervention was delivered as designed
- Response classification** at each review — responding, partial, or not responding

4 PARENT COMMUNICATION *the accountability*

- Every contact logged** — date, method (call, email, meeting), topic in one sentence
- Plan changes shared with the parent** before they take effect — not after

THE TEST THAT MATTERS

If a parent emailed tomorrow asking "**what exactly have you been doing for my child?**" — could you answer, in full, in under five minutes, without asking anyone else? If yes, your documentation holds up. If no, the breakdown isn't the parent. It's the record.

Want this workflow built in, not bolted on?

ScholarPath Intervention Management does every item on this checklist automatically — documentation, parent portal, progress monitoring, and review-ready reports in one place.

ScholarPath Systems

Designed by a 30-year educator, for educators.
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