samegoal

RTI/MTSS Deadlines

RTI/MTSS deadline tracking calculates upcoming document deadlines directly from existing documents as they are completed. **Below are documents and criteria used to calculate a student's deadlines for RTI in Texas.**

Deadlines listed are based on best practice.

Right to Information Deadlines

Deadline	Placed When	Due	Requirements
1. Initial Right to Information must be completed within 15 school days of Tier 2/3 Plan.	"Tier 2/3 RTI Plan" with "Meeting Date:" and "End Date:" populated	Within 15 school days of Tier 2/3 Plan.	"Right to Information" • "Date:" satisfies due date
2. Annual Right to Information must be completed within 1 year of the most recent Right to Information.	"Right to Information" where "Date:" is populated	Within 1 year of the most recent Right to Information.	"Right to Information" • "Date:" satisfies due date

Tier 2 Workflow Deadlines

Deadline	Placed When	Due	Requirements
1. Tier 2 RTI Follow-Up must be completed within 15 school days of the Tier 2 RTI Plan end date.	"Tier 2 RTI Plan" with "Meeting Date:" and "End Date:" populated	Within 15 school days of the Tier 2 RTI Plan end date.	"Tier 2 RTI Follow-Up" • "Next step" is selected

			• "Follow-Up Date:" satisfies due date
2. New or Amended T2 RTI Plan as recommended by follow-up must be completed within 15 school days.	"Tier 2 RTI Follow-Up" where "Meeting Date:" is populated and "Next step:" is • "Continue Tier 2 - Address in new or amended Tier 2 plan" --- "Tier 3 RTI Follow-Up" where "Meeting Date:" is populated and "Next step:" is • "Move to Tier 2 - Address in new or amended Tier 2 plan"	Within 15 school days of the T2 Follow-Up.	"Tier 2 RTI Plan" • New plan "Meeting Date:" and "End Date:" populated satisfies due date or • "Effective" date and "New End Date" of amendment to existing plan satisfies due date

Tier 3 Workflow Deadlines

Deadline	Placed When	Due	Requirements
1. Tier 3 RTI Follow-Up must be completed within 15 school days of the Tier 3 RTI Plan end date.	"Tier 3 RTI Plan" with "Meeting Date:" and "End Date:" populated	Within 15 school days of the Tier 3 RTI Plan end date.	"Tier 3 RTI Follow-Up" • "Next step" is selected • "Follow-Up Date:" satisfies due date
2. New or amended Tier 3 RTI Plan as recommended by	"Tier 3 RTI Follow-Up" where "Meeting	Within 15 school days of the T3 Follow-Up.	"Tier 3 RTI Plan"

follow-up must be completed within 15 school days.	Date:" is populated and "Next step:" is • "Continue Tier 3 - Address in new or amended Tier 3 plan" --- "Tier 2 RTI Follow-Up" where "Meeting Date:" is populated and "Next step:" is • "Move to Tier 3 - Address in new or amended Tier 3 plan"		• "New plan "Meeting Date:" and "End Date:" satisfies due date; or • "Effective" date and "New End Date" of amendment to existing plan satisfies due date