samegoal

Right To Information

The district must notify a student's parent/guardian each school year about any assistance the student is receiving from the district for learning difficulties.

In order to notify the student's parent/guardian of this, complete a **Right to Information** document in SameGoal. The **Right to Information** must be completed once each year that the student receives RTI services.

Completing a Right to Information

Steps *To complete a Right to Information:*

1. On a student's **Documents** tab, create a **Right to Information** document.
2. Enter in the **Date**.
3. Provide relevant information about the interventions the child will be receiving.
4. The **TEA** section of the document includes information to share with parents regarding RTI/MTSS and the possibility of needing a referral to Special Education or Section 504. Include contact information for Special Education and Section 504 representatives in case the parents have any questions about referrals.
5. Share the document with the parent/guardian either by sharing it electronically or printing it and giving them a hard copy.
6. Mark the document complete to satisfy the deadline.
7. A new deadline will be calculated for an **Annual Right to Information** the following year. You will need to complete a new one each year until the student is no longer receiving any Tier 2 or Tier 3 interventions.

Tip If your district chooses to track Tier 1 interventions, A **Right to Information** document does not need to be completed for students who are only in Tier 1 since they are not receiving formal RTI/MTSS interventions.