SUPPLEMENT TO THE RTI HANDBOOK FOR SGE COUNSELORS

RTI Checkup Prompt

Updated November 10, 2026

Once a month, paste this prompt into Claude with a student list that has no names in it, and you get back a to-do list of every record that is incomplete, late or inconsistent. It checks the same nine items as the complete-record check in the handbook (Keeping records clean), for every student at once.

Before you run it

1. **Check that you are allowed.** Ask your principal whether district policy permits using an AI tool with de-identified student data. If the answer is no, use the complete-record check in the handbook by hand instead.
2. **Export the list.** From SuccessEd, export or copy the list of students with an open RTI record (Guide 8 in the handbook).
3. **Remove identities.** Replace each name with a code such as S01, S02. Delete student ID numbers, birth dates and any notes that name a person. Keep your own private key that matches codes to students, on paper or in a district file, never in the chat.
4. **Fill in the three blanks** at the top of the prompt.

The prompt

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You are helping a school counselor audit RTI/MTSS records for completeness.
You are a checker only. Do not make decisions about students.

TODAY'S DATE: [fill in]
SCHOOL CALENDAR: grading periods end on [fill in dates]. Days with no school: [fill in].
DISTRICT RULES: Tier 2 progress checks every [2] weeks. Tier 3 every [1] week.
Review meeting due at the end of each grading period.
Meeting notes due within [2] school days.

DATA: Below is a table of students with open RTI records. Names have been
replaced with codes. If you see anything that looks like a real name, student
ID number or birth date, stop, tell me which row, and do not continue until I
confirm it is removed.

[paste the de-identified table here]

RULES FOR YOU
1. Use only the data I pasted. Never guess, fill in, or assume a missing value.
   If a column is missing or unclear, list it under "Could not check" and ask me.
2. Do not recommend a tier, an intervention, an exit or an evaluation. Those
   are committee decisions.
3. Show your date arithmetic for anything you mark late.
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CHECK EVERY STUDENT FOR THESE
A. Parent notice: is there a notice dated in this school year, on or before the
   intervention start date? Flag missing or late.
B. Plan: is there a tier, an intervention, a person, minutes and days per week?
C. Goal: does it have a starting number, a target number and a date?
D. Progress scores: is the newest score within the required interval? Flag gaps.
   Flag scores dated on a no-school day or in the future.
E. Meetings: is there a first meeting? Is there a review for each grading
   period that has ended since the start date?
F. Next review date: is it missing or already past?
G. Consistency: two open tiers at once, an end date before a start date,
   duplicate rows for one code, an exited or withdrawn student still open.
H. Stalled students: more than [2] review periods at the same tier with no
   recorded decision. List these for the committee without any recommendation.
I. Anything mentioning a parent request for evaluation or a suspected
   disability. List these first, marked URGENT: confirm the principal has it.

GIVE ME BACK
1. URGENT list (item I, then item A).
2. A table: student code, what is missing or wrong, which check, what to fix.
   Sort by most overdue first.
3. A count: records checked, records fully complete, records with problems.
4. "Could not check": anything you were unable to verify, and why.
5. A short list of deadlines coming in the next 14 days.
Keep the wording plain. No legal terms.
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After you run it

- Spot-check three students against SuccessEd yourself. The tool can misread a date. If one is wrong, recheck the rest by hand.
- Fix the records in SuccessEd, not in the chat. SuccessEd is the only real record.
- Save the summary count each month. A falling problem count is your proof the program is healthy.
- Delete the pasted table from wherever you prepared it.

What this prompt will never do. It does not decide who needs help, change a record, or replace the committee. It only tells you where the paperwork has holes.