***Figure 1***

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| **PBIS Tier 2 Sub-Team Meeting Checklist** * Tier 2 sub-team lead reviews the meeting agenda items (ensures sub-team stays on topic)
* Meeting starts and ends on time (items have time limits that are followed)
* Check-In on previous meeting next steps (How did we do?)
* Meeting minutes are recorded
* Review Tier 2 markers
* Review Tier 2 characteristics
* Review Tier 2 SMART goals
* Review Tier 2 intervention data/reports
* Discuss progress of students in current Tier 2 interventions
* Discuss next steps for students who are not responding to the Tier 2 interventions
* Review fidelity of implementation data of the Tier 2 interventions
* Discuss incentives provided for students in Tier 2 interventions
* Discuss exit plan for students who have met their goals
* Review new referrals for Tier 2 interventions and place students appropriately
* Discuss follow up and communication methods with the stakeholders
* Develop next steps and assign members their role and an expected completion date
* Set follow up meeting date (new items are added to the next meeting agenda)
* Other
* Other
* Other
 | **WHO** | **WHAT** | **WHEN** |