

RTI Team Members

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[View RTI Team](#) | [Team Member Detail Fields](#) | [Enter New Team Member](#) | [Link All Classroom Teachers](#) | [Find and Link New Team Member](#) | [Print List of RTI Team Members](#)

Classic Path: [Student Information](#) > [Response to Intervention](#) > [General](#) > [Team Members](#)

Search Terms: [RTI Team Members](#)

The Team Members tool allows you to view and manage an RTI student's team members. You can also print a report of all active team members as well as all active and inactive team members for a student.

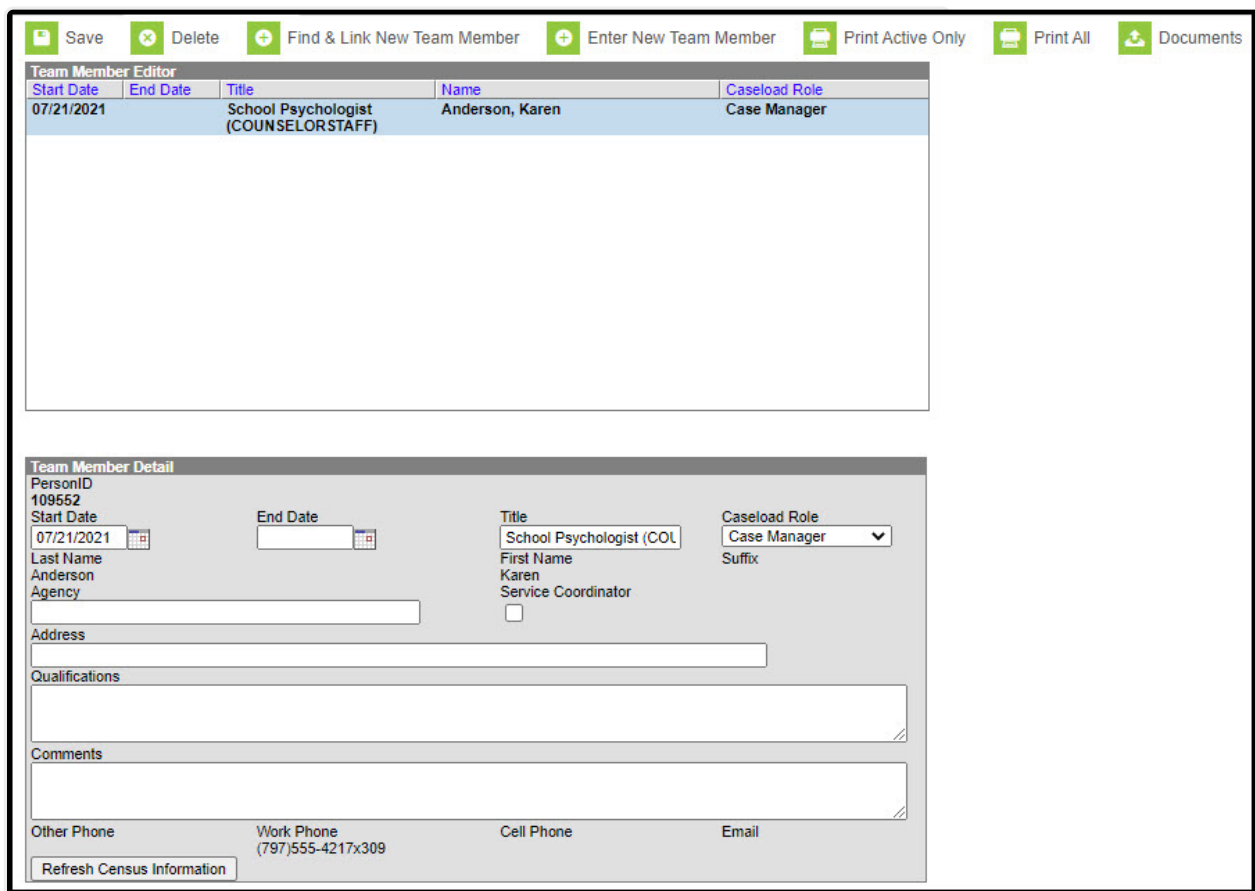


Image 1: RTI Team Members Tool

View RTI Team

The Team Members tool lists the individuals who are part of a student's RTI team, including staff members, family and service providers. The Role assigned to team members determines whether the student appears in the team member's [Caseload](#). Selecting the team member from the Team Member list displays the Team Member Detail editor below (see Image 2). This editor describes the team member's start and end date, title, role, agency, address, qualifications, any comments as well as their phone number(s) and email address.

Team Member Detail Fields

Field	Description	Ad hoc Field Name
Start Date	The first date that the team member record is active.	titeamMember.startDate
End Date	The last date that the team member will be considered active. Active team members appear in bold in the team member list.	teamMember.endDate
Title	The title of the individual in relation to the special education team membership.	teamMember.title
Caseload Role	<p>The role of the member in relation to the team. Options are:</p> <ul style="list-style-type: none"> • Service Provider • Case Manager <p>Because Entering a New Team Member does not link Census records, Service Provider and Case Member records added this way do not result in students displaying in the team member's Caseload. Use the Find and Link Team Members tool to add students to a Caseload.</p>	teamMember.role
Last Name	The last name of the team member.	teamMember.lastName
First Name	The first name of the team member.	teamMember.firstName
Suffix	The suffix of the team member.	N/A
Service Coordinator	Indicates if the team member is responsible for coordinating the services the student receives.	N/A
Agency	The agency the team member is associated with.	teamMember.agency
Address	The address associated with the team member, either the home address or the address of the agency.	N/A
Qualifications	The credentials that qualify the individual for team membership.	N/A
Comments	Any comments associated with the team membership.	N/A
Other Phone	Other phone number for contacting the individual.	N/A
Work Phone	The work phone number of the individual.	N/A
Cell Phone	The cell phone number of the individual.	N/A
Email	The email address of the individual.	N/A

Enter New Team Member

The Team Members tool lists the individuals who are part of a student's RTI team, including staff members, family and service providers. The Role assigned to team members determines whether the student appears in the team member's Caseload .

Individuals who are not yet entered into Census or who do not have a District Assignment record can be added to a student's team by entering information about the team member via the **Enter New Team Member** button.

A person will also appear as a Team Member if they are designated as an Intervention Provider on student's [RTI plan](#).

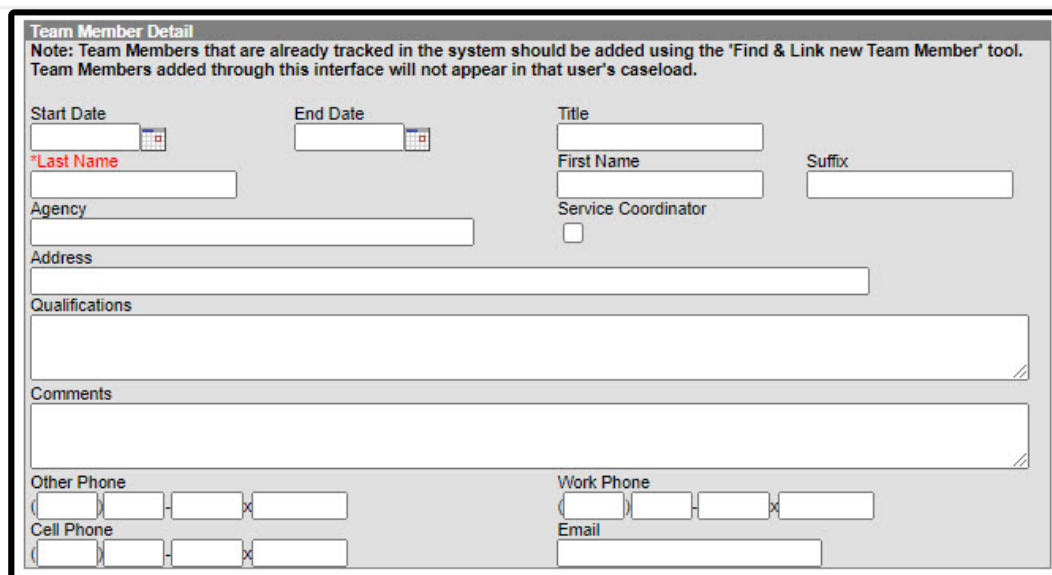


Image 2: Enter a New Team Member

1. Enter the **Start Date**. This is first date that the team member record is active.
2. Enter the **End Date** (if known). The last date that the team member will be considered active. Active team members appear in bold in the team member list.
3. Enter the team member's **Title**. This is the title of the individual in relation to the RTI team membership.
4. Enter the person's **Last Name**.
5. Enter the person's **First Name**.
6. Enter the person's **Suffix**.
7. Enter the **Agency** in which the person is associated with.
8. Enter the person's **Address**. This can be either the home address or the address of the agency.
9. Enter any **Qualifications** the person may have. These are credentials that qualify the individual for team membership.
10. Enter any **Comments** about the person's team membership.
11. Enter person's **Work Phone**, **Cell Phone** and/or **Other Phone** number.
12. Enter the person's **Email** address.

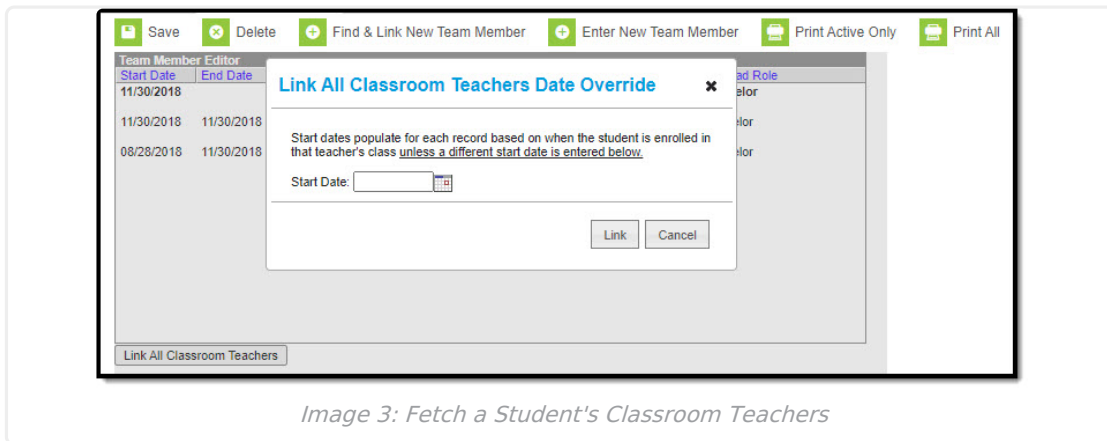
- Click the **Save** button. The person will appear in the student's Team Member list (see Image 4).

Link All Classroom Teachers

The Link All Classroom Teachers button adds all of the student's teachers to their team. This option adds each **Primary Teacher** assigned to a course section in which the student is scheduled to view the student's education plan.

The "Link All Classroom Teacher Date Override" dialog displays. Start dates populate for each record based on when the student is enrolled in that teacher's class unless a different start date is entered. Entering a date pulls in teachers with the date entered as the start date.

The option to Link All Classroom Teachers only displays if the **RTI Preference to Enable Team Member List to Populate from Classroom Teachers** is set to Yes.



Start and End dates populate for each teacher's record based on when the student is enrolled in that teacher's class. Membership records for teachers in future sections are entered as inactive memberships.

Find and Link New Team Member

The **Find and Link New Team Members** option allows you to select new team members from a limited list of people based on likely candidates, such as those connected to the student in Census, the student's teachers, and staff members designated as Response to Intervention or Special Ed on their **District Assignments**. Existing individuals are then linked to the student and their information is provided.

Image 4: Find and Link Team Members

1. Click the **Find & Link New Team Member** button. The Find New Team Member editor will appear below (see Image 6).
2. Select the new team member by finding them in one of the available dropdown lists (**Census**, **Classroom Teachers**, **Counselor Staff**, **Special Ed Staff**, **Response to Intervention Staff** or **Advisor Staff**).
3. Once the person is selected, select their **Role**.
4. Click the **Add Team Member** button. The person is now a part of the student's RTI team and will now have this student their Caseload.

Print List of RTI Team Members

A PDF of all or just active team members can be printed by selecting the **Print Active Only** or **Print All** buttons.

To print a list of all active team members for a student, click the **Print Active Only** button (see Image 8). The Team Roster PDF will appear in a separate window, displaying active team member information.

Infinite Campus 4321 109th Ave NE Blaine, WI		TEAM ROSTER		
Nate Tester	06/19/1999	10	25557	Greenfield High School
Student Name	Birth Date	Grade	Student ID#	School
(123)456-5555x5555				
Primary Household				
Active Team Members				
Name	Title	Contact Information		
Doe, John		(554)754-7547 (cell)		
Pitzel, Steve	(RTISTAFF)			
Inactive Team Members				
Name	Title	Contact Information		
Tester, John		(555)112-4554 (cell)		

Image 5: Print Only Active Team Members

To print all team members, including inactive ones, click the **Print All** button (see Image 9). The list of team members will print in PDF format, sorted by Active and Inactive, with the Name, Title and Contact Information for the team members.

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Nate Tester	06/19/1999	10	25557	Greenfield High School
Student Name	Birth Date	Grade	Student ID#	School
(123)456-5555x5555				
Primary Household				
Active Team Members				
Name	Title	Contact Information		
Doe, John		(554)754-7547 (cell)		
Pitzel, Steve	(RTISTAFF)			
Inactive Team Members				
Name	Title	Contact Information		
Tester, John		(555)112-4554 (cell)		

Image 6: Print All Team Members