This resource is provided to guide the process and to assist in the documentation of specific roles and responsibilities.

Process in Frontline RTI to complete the Request for Assistance form

- *This document provides step-by-step instructions for the following:*
  - Completing the Request for Assistance form to document and identify a struggling learner.
  - Sending the Request for Assistance form to the team identified by the district based on internal process.

Step	Activity	Main Tab	Sub Tab	Action	Responsibility
1	Complete the **Request for Assistance**	**My Students** Search for a student and click on the name of the student	**Data Collection Forms**	• Click **Data Collection Forms**. • **Select Template** using the drop down options and click **Add**. • Select the **Staff Requesting Assistance** from the drop down options. • Select the **date** using the calendar icon or type the date into the field. • Complete all relevant fields on the form that are applicable. • Click **Save** to save any information that has been entered and continue working. • Click **Save & Return**. • Click **Save & Print** to print the form. *This action creates a pink icon on the My Students screen to indicate that a RFA form has been completed for the student.*	Teacher/Provider
2	Send **Request for Assistance** to school based or district team	**Student** **OR (see below)** **My Students** **Note:** You can search for a student and click on the pink icon to the left of the student's name.	**Data Collection Forms**	• After clicking **Save & Return** in step 1, the **Request for Assistance (RFA)** form is saved and appears as an item on the **Data Collection Forms** subtab. The RFA shows the **Date**, the **Template Used**, and who the form was **Created By**. • Click the **Email** icon . • Click the **Add Team** button Add Team... . • Select the team and click Done. • To add another individual, click the **Add Individual** button Add Individual .	Teacher/Provider

				• Enter a note in the required text box below, this is marked with a red asterisk *. • Click **Send**. *The form is sent to the designated team and individual(s) for review and if necessary, a meeting to discuss the request and potential next steps.*	
This ends the RFA submission process. If additional information from other teachers and/or providers is requested by the school or district based team after the form is submitted, the following steps should be completed by each teacher and/or provider. All information should be collection on one RFA form.					
3	Add information to the existing **Request for Assistance** by other teachers or providers	**My Students** Search for a student and click on the pink icon to the left of the student's name.	**Data Collections Forms**	• In the **Data Collection Form** subtab, the RFA for the student will appear as an item that can be edited. • Click on the edit icon to open the existing **Request for Assistance** form. • Add additional information into relevant sections and indicate the name of the person adding the information. • Click **Save** to save any information that has been entered and continue working. • When complete, click **Save & Return**. • Click **Save & Print** to print the form.	Teacher/Provider