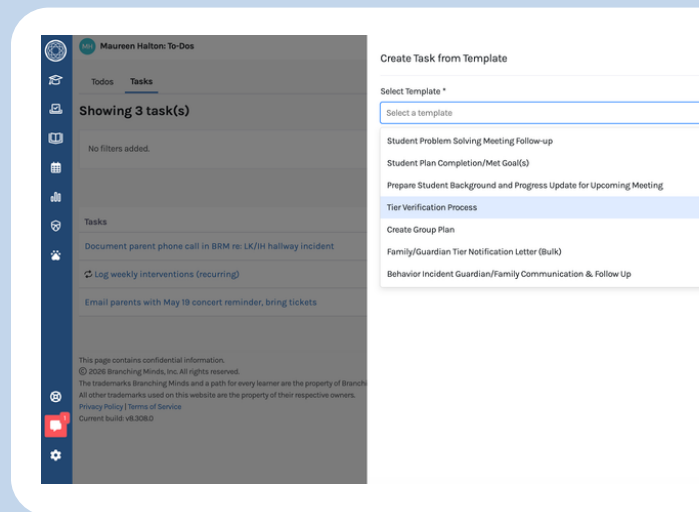


Task Template Idea Starters



Standardize **administrative** action items with pre-built checklists in Branching Minds.

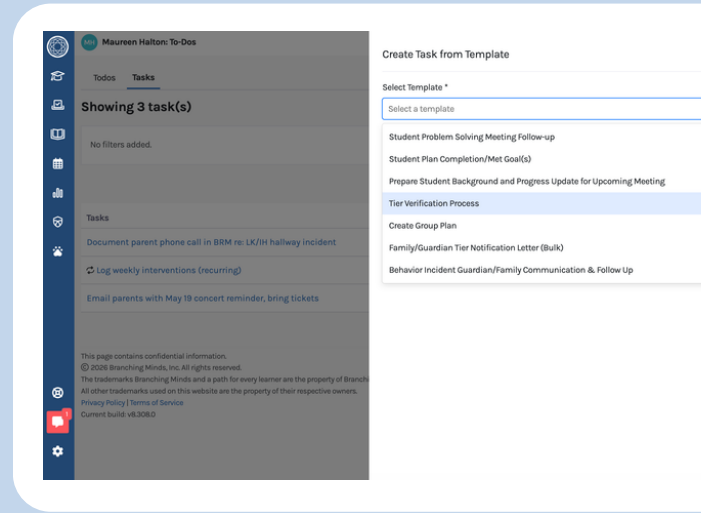
1

Create Group Plan

Use this "personal" task template to create a comprehensive plan for a group of students.

- ☐ **Identify Students with Shared Skill Needs**
Utilize the Cohort Assessment Performance Report to identify a small group of students in a topic area with a shared tier level, shared performance level, and similar skill need.
- ☐ **Create Group of Students**
Click the checkbox next to the student names to be included in group. Select Take Action → Create a Group, then fill in group details and click Save.
- ☐ **Add Goal**
Use the green plus button to Add a Goal. Add goal details.
- ☐ **Add Progress Monitor**
Select Progress Monitor to monitor group's progress towards goal. Add progress monitor details.
- ☐ **Add Intervention**
Use the green plus button to add an intervention from the Intervention Library. Add intervention details.
- ☐ **Generate Intervention Letters for Group**
On the All Students page:
 - Filter for your group name
 - Click the checkbox to "Select All Students"
 - Select Take Action
 - Select Log Family Communication
 - Select appropriate letter template
- ☐ **Print/Mail or Email Letters to Guardian/Family**

Task Template Idea Starters



Standardize **administrative** action items with pre-built checklists in Branching Minds.

2

Family/Guardian Tier Notification Letter (Bulk)*

Use this "personal" task template to to create tier notification or intervention letters for guardians/family in bulk.

**Requires configured letter templates.*



Create Letters for Students

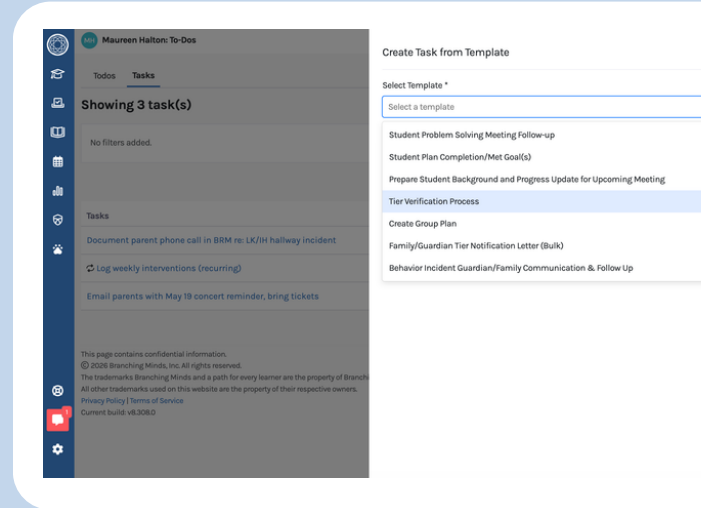
On the All Students Page:

- Filter for students in need of Tier 2 or 3 supports
- Select checkbox for "All Students"
- Select "Log Family Communications"
- Select <NAME OF TEMPLATE>
- Enter custom variables, as necessary
- Select "Generate Letters"



Print/Mail or Email Letters to Guardian/Family

Task Template Idea Starters



Standardize **administrative** action items with pre-built checklists in Branching Minds.

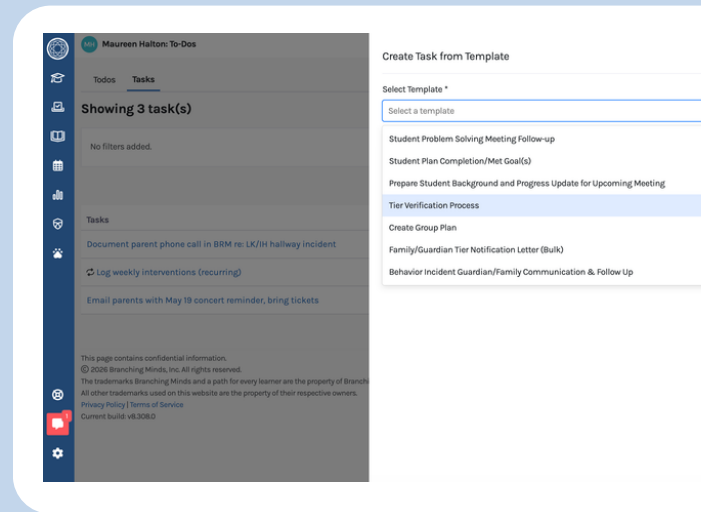
3

Behavior Incident Guardian/Family Communication & Follow Up

Use this “personal” task template to document guardian/family notification of behavior incident and necessary follow-up.

- ☐ **Log Behavior Incident in Branching Minds**
Use the "Log Behavior Incident" button to log details about behavior incident.
- ☐ **Attempt Communication with Guardian/Family - Attempt #1**
Attempt communication with guardian/family via SMS text messaging, phone call, and email.
- ☐ **Log Communication Details #1 in BRM**
Log communication attempt or summarize communication details in BRM.
- ☐ **Attempt Communication with Guardian/Family - Attempt #2**
Attempt communication with guardian/family via SMS text messaging, phone call, and email.
- ☐ **Log Communication Details #2 in BRM**
Log communication attempt or summarize communication details in BRM.
- ☐ **Facilitate Student Debrief with Involved Student(s)**
Document any notes in BRM platform (ex: Meetings, Services).
- ☐ **Facilitate Staff Debrief with Involved Staff**
Document any notes in BRM platform (ex: Meetings, Services).
- ☐ **Facilitate Guardian/Family Meeting**
Document any notes in BRM platform (ex: Meetings, Services).

Task Template Idea Starters



Standardize **administrative** action items with pre-built checklists in Branching Minds.

4

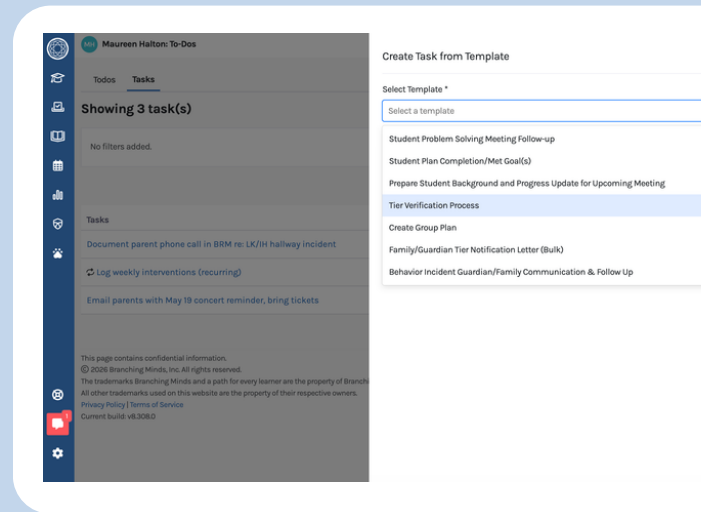
Tier Verification Process*

Use this "personal" task template to review students' tier levels following universal screening and/or a tiering event.

*Requires "Needs Tier Review" tag configuration.

- ☐ **Review Student Tier Levels**
Utilize the All Students page filters and/or the Tier Level Report to review your students and their recently assigned tier levels.
- ☐ **Flag Students in Need of Tier Review**
Add a "Needs Tier Review" tag to students in need of additional data review to confirm correct tier.
- ☐ **Review Data for Students with "Needs Tier Review" tag**
For students with "Needs Tier Review" tag:
 - Review Student Overview page, including Assessments, Tier History, and Intervention history.
 - Discuss student needs with MTSS Team or grade level team, as appropriate.
- ☐ **Manually Adjust Tier or Request Tier Change from District**
For students with confirmed tier change needed, manually adjust tier on Student Overview page or request tier change per district policy.
- ☐ **Remove "Needs Tier Review" Tag for Students**
Remove "Needs Tier Review" tag for students.

Task Template Idea Starters



Standardize **administrative** action items with pre-built checklists in Branching Minds.

5

Student Problem-Solving Meeting Follow-up

Use this “personal” task template to standardize follow-up after a student problem-solving meeting.



Check-in Meetings Scheduled

- Task: Schedule regular check-in meetings to discuss and evaluate progress.
- Deadline: Establish dates during the initial meeting.
- Responsible Party: Team leader or coordinator.



Goal Setting with Student

- Task: Meet with the student to explain goals and involve them in the process.
- Deadline: Within one week of the meeting.
- Responsible Party: Teacher or counselor.



Intervention Implementation

- Task: Begin the targeted intervention plan.
- Deadline: As soon as possible, ideally within one week.
- Responsible Party: Classroom teacher, Intervention Specialist, Behavior Specialist, etc.



Parent/Guardian Communication

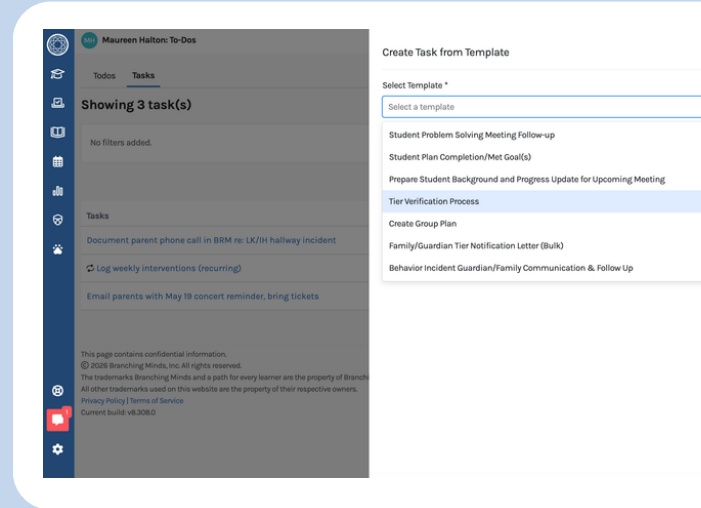
- Task: Update the student's parents/guardians on the outcomes of the meeting and the planned interventions.
- Deadline: Within one week of the meeting.
- Responsible Party: Classroom teacher or counselor.



Update Team and Stakeholders

- Task: Update staff who work with the student on the specifics of the plan; encourage carryover of strategies into other settings.
- Deadline: As soon as possible, ideally within one week.
- Responsible Party: Classroom teacher, Intervention Specialist, Behavior Specialist, etc.

Task Template Idea Starters



Standardize **graduation support** tasks with pre-built checklists in Branching Minds.

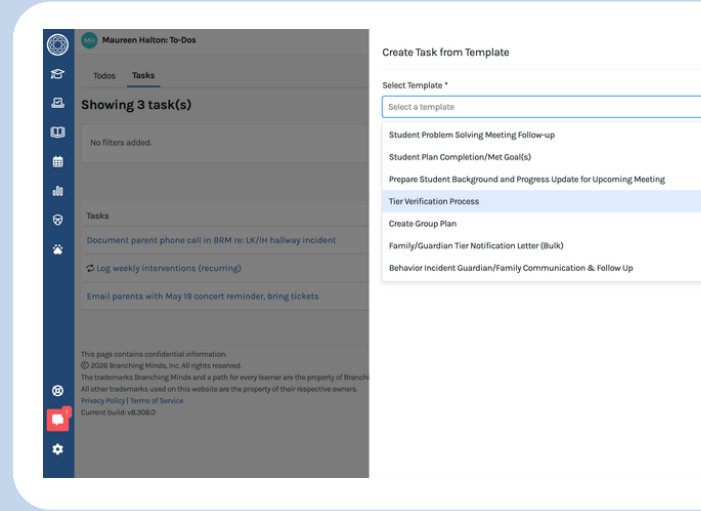
6

Unit Recovery Task Tracking

Use this "student" CCR task template to monitor a student's completion of tasks during a unit recovery process.

- ☐ Required work identified and collected by student
- ☐ Completion criteria reviewed with student
- ☐ Student created plan (tasks, timeline) for unit work completion
- ☐ Student submitted required work to teacher.
- ☐ Student completed required assessment(s)
- ☐ Teacher updated unit recovery status (Pass / Incomplete / Not Yet)
Work and assessments reviewed against rubric to determine unit recovery status.

Task Template Idea Starters



Standardize **graduation support** tasks with pre-built checklists in Branching Minds.

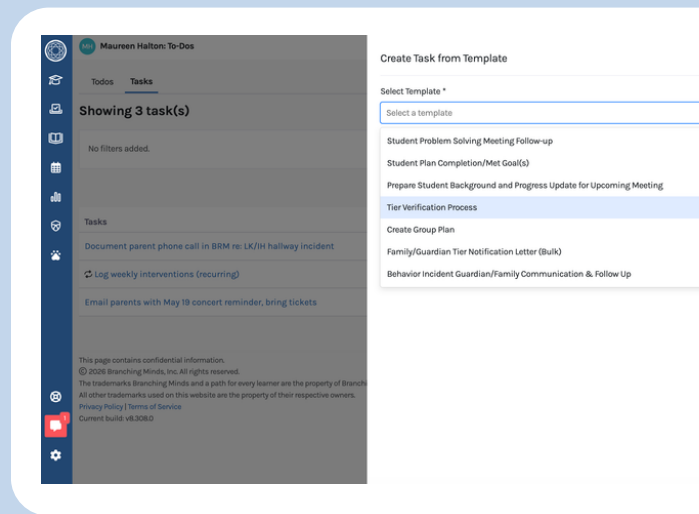
7

Assessment/Exam Retake Process Tracking

Use this “student” CCR task template to track a student's assessment/exam retake process.

- ☐ **Retake eligibility confirmed/approved**
- ☐ **Student informed of assessment retake eligibility & date**
Provide student with date of assessment retake. Log communication in BRM.
- ☐ **Guardian/family informed of assessment retake eligibility & date**
Generate Family Communication letter for guardian/family informing them of student's assessment retake eligibility and date of retake. Log any additional communication in BRM.
- ☐ **Proctor & location assigned/scheduled for retake date**
- ☐ **Assessment retake administered**
- ☐ **Assessment score updated in grade book**

Task Template Idea Starters



Standardize **graduation support** tasks with pre-built checklists in Branching Minds.

8

Senior Thesis/Capstone Planning

Use this “student” CCR task template to monitor a student's completion of tasks for their capstone project.

- ☐ Project Topic Approved
- ☐ Student Submitted Deliverables & Milestones Document
- ☐ Student Check In #1
Review Deliverables & Milestones Document with student.
- ☐ Student Check In #2
Review Deliverables & Milestones Document with student.
- ☐ Final Presentation Scheduled
- ☐ Final Presentation Completed
- ☐ Project Evaluation Completed