RtI:B Database Access Level Summary (Default Permissions)

Access Level	Default Permissions*
Teacher *(Classroom Teachers, Teaching Assistants)*	• Enter minor referrals • Submit major referrals (does NOT include recording disciplinary decisions) • Review your own disciplinary incidents • Enter Tier 2 daily progress monitoring information for students
The permissions above are included in the next level of access…	
Specialist *(Guidance Counselors, Staffing Specialists, Behavior Specialists, Psychologists)*	• Review all users'/students' disciplinary incidents • Submit SESIR referrals (does NOT include recording disciplinary decisions) • Review all individual and school-wide reports • Assign students to Tier 2 interventions • Review progress monitoring entries for all students receiving Tier 2 supports
All preceding permissions are included in the next level of access…	
Coach	• Add & Edit student and staff rosters • Activate staff • Retrieve staff member's user name • Manage staff permissions (except their own) • Update school demographic and profile information • Set up school-defined incident categories • Set up Tier 2 information (interventions, expectations, periods)
All preceding permissions are included in the next level of access…	
Data Entry School Administrator	• Record disciplinary decisions for major and SESIR referrals • Review all disciplinary incidents • Edit disciplinary incidents
District Administrators have unique permissions…	
District Administrator (Cannot enter incidents or progress monitoring information)	• Activate school accounts • Add school administrators to the database • Add & Edit student and staff rosters • Create district-wide categories • Set up school profile, demographics, categories & interventions • View school incidents, progress monitoring entries & reports • View district-level reports

* Coach, Data Entry, School Administrator, and District users can further adjust individual users' permissions to meet their school's needs.