ACADEMIC INTERVENTION SERVICES

Monroe 2-Orleans BOCES

2026-2028

Board Approved: June 17, 2026

Overview of AIS:

Academic Intervention Services (AIS) is supplemental instruction or additional support that assist K – 12 students who are at risk of not achieving the state learning standards for ELA and/or Math as evidenced by the student eligibility factors listed below.

AIS will be maintained as per New York State Education Department regulations.

Student Eligibility Factors:

The multiple measures below should be utilized for student eligibility of AIS. Students should be considered holistically; a single indicator does not necessarily qualify a student.

- Performing 2 or more grade levels below on:
  - iReady/IXL
  - Literacy Profile
  - Benchmark Assessments
  - Classwork (i.e. lesson/unit assessments, progress monitoring, writing samples, projects, etc.)
- Scoring Level 1 or 2 on the New York State ELA or Math test
- Failing a Regents Exam in Math, ELA, Social Studies, or Science

Please note:

- Students may be eligible for AIS in ELA, Math or both content areas.
- If a student is not classified as NYSAA then they are required to receive AIS under the eligibility factors listed above.
- For students in grades K - 2 there may be an insufficient amount of assessment and anecdotal data to determine eligibility.

Student Exit Factors:

The multiple measures below should be utilized to determine if a student no longer requires AIS. Students should be considered holistically; a single indicator does not necessarily qualify a student.

- Performing at grade level on:
  - iReady/IXL
  - Literacy Profile
  - Benchmark Assessments
  - Classwork (i.e. lesson/unit assessments, progress monitoring, writing samples, projects, etc.)
- Scoring Level 3 or 4 on the New York State ELA or Math test
- Passing a Regents Exam in Math, ELA, Social Studies, or Science

Verify your AIS roster:

A list of each of your students and their current AIS status will be sent to you from the Department of Exceptional Children or Westside Academy. Once you receive this list, please follow the steps below.

Step 1 – Confirm all your students are listed. If a student is missing, please add them to the list. Strikethrough any student who should not be on your roster.

Step 2 – Verify the AIS status of each of your students. Indicate any required changes in AIS status and/or content areas. If a student no longer requires AIS in ELA and/or Math, provide a note with your rationale.

Step 3 – Identify the intervention provider for each content area
Step 4 – Sign the AIS roster
Step 5 – Submit your updated AIS roster by the last day of October to Tanya Frank tfrank@monroe2boces.org (for Department of Exceptional Children) or Lorraine Bennett lbennett@monroe2boces.org (for Westside Academy).

Note: AIS rosters should be verified quarterly using steps 1-3 above. Notify Tanya Frank or Lorraine Bennett of any changes with your rationale.

Sample AIS Roster:
Homeroom Teacher Name:
School Year:

Student Name	AIS ELA	Provider	AIS Math	Provider
Josiah Jones	X	Mrs. Smith		
Amy Adams			X	Mr. Potter
Stacey Sullivan	X	Mrs. Peach	X	Mrs. Peach
Khalid Kemp				
Cassandra Carter	X	Mrs. Smith	X	Mr. Potter

I attest that the information above is accurate.

Teacher's Signature: _____

Ongoing Progress Monitoring:
It is the teacher's professional responsibility to monitor students' progress every 4-6 weeks. It is best practice to keep documentation of students' AIS goals and progress. Goals and instruction should change as students develop their skill set and progress toward their grade level standards.

Reporting AIS Progress:
Quarterly AIS comments for the report card.

Choices:

- *Your student continues to progress toward academic achievement and will continue to receive AIS.*
- *At this time your student is not making progress toward academic achievement and will continue to receive AIS.*
- *Your student is not making progress toward academic achievement due to frequent absences.*

Sample Identification Letter:
The letter below will be sent from the Department of Exceptional Children or Westside Academy (not from teachers) to families after you have verified your AIS roster or if a student is identified mid-year.

(Date)
Dear Parent/Guardian of (list child's name):

We are committed to ensuring that every student at Monroe 2-Orleans BOCES achieves their full potential. As part of this commitment, we provide Academic Intervention Services (AIS) to support students who need additional help in meeting the New York State learning standards in English Language Arts and Mathematics. Your child has been identified as a student who should receive AIS as designated below:

AIS ELA	***AIS Mathematics***
(list provider's name or n/a)	*(list provider's name or n/a)*

The focus for AIS support is to increase academic achievement. Supports may include, but are not limited to:

- *Remedial/supplemental instruction*
- *Small group instruction*
- *One-to-one instruction*
- *Interactive computer programs*

Ongoing evaluation of your child's progress will be shared with you and will be used to determine the need to continue or end these services. This information will be found in your child's report card.

If you have any questions regarding the provision of AIS, please feel free to contact me.

Sincerely,
Suzanne Maxim *or* *Edward Mongold*
smaxim@monroe2boces.org *emongold@monroe2boces.org*

Sample Exit Letter:
The letter below will be sent from the Department of Exceptional Children or Westside Academy (not from teachers) to families after you notify Tanya Frank (for Department of Exceptional Children) or Lorraine Bennett (for Westside Academy) that a student has met the exit factors.

(Date)

Dear Parent/Guardian of (list child's name):

Earlier this school year you received a letter informing you that your child is receiving Academic Intervention Services (AIS). Based on your student's academic progress your child will no longer require AIS in:

AIS ELA	***AIS Mathematics***
(type X or leave blank)	*(type X or leave blank)*

If you have any questions regarding the provisions of AIS, please feel free to contact me.

Sincerely,
Suzanne Maxim *or* *Edward Mongold*
smaxim@monroe2boces.org *emongold@monroe2boces.org*