

Screening Planning Worksheet*

Pre-screening	WHO	WHEN	WHERE/HOW	NOTES
Select and Purchase				
Train all staff (Administration and interpretation of measures)				
Prepare Materials (download, color code, names, collate, etc.)				
Distribute Materials				
Screening				
Notify staff of timelines				
Identify grade leaders				
Screen (K, 1, 2, etc.)				
Perform fidelity checks				
Post-screening				
Score				
Enter scores into data-base				
Develop data packets for grade level teams				
Schedule data analysis team meetings, each grade				
Store materials				
Review district assessment plan				

***Detailed planning will lead to an efficient and non-intrusive screening process.**

