8-Step Screening Prep Checklist

With students still struggling with learning loss from spring school closures and disruptions to learning this school year, universal screening data is more critical than ever. To get the most accurate data during winter screening, careful prep is essential. Follow these eight steps to guide effective instruction and intervention so that you can identify what skill gaps still need to be addressed before the end of this school year as well as improve screening protocols for next school year.

Review your screening schedule.

Having a district assessment calendar that maps out all required assessments is important. With this in mind, district leaders can decide on dates for three screening periods: fall, winter and spring. Such dates can be built into the district's master schedule each year. Here are recommended screening periods for August and September school start dates.

School Start	Fall Screening	Winter Screening	Spring Screening
August	8/15 – 9/15	12/1 – 12/31	4/1 – 4/31
September	9/15 – 10/15	1/1 – 1/31	5/1 – 5/31

Prepare schedules for screening days.

Beginning 6–8 weeks before each screening period, each school leadership team should create a plan detailing the exact days and times screening will occur in every grade level. Include dates for make-up screening and post-assessment data reviews.

Assign testing locations.

In that plan, detail how screening will take place in the event it has to be done remotely. Assign testing locations for students without reliable internet access at home.

Prepare all materials and devices in advance.

Make sure students and teachers have everything they need before testing begins. Grant everyone access to online assessments, and make sure every student has access to a working device for testing. Arrange for printing and copying any needed student materials in advance. These can be provided as "screening packets" to teachers and proctors, who can then distribute them to students.

Train your teachers.

It's always important to give teachers, and others who might conduct screenings, training or a refresher course on your assessment system before each screening period. Make sure everyone has access to the system and knows how to use it.

Post the screening schedule.

Share the screening schedule with all staff so they know to be quiet and courteous for assessment takers. Create signs reminding everyone when assessments are being administered and post them outside testing locations. If testing is being done remotely, remind staff to avoid calls and emails during this time.

Notify families.

Send out a reminder via email or newsletter before the start of each screening period. This gives parents time to ask questions, helps them avoid planning events that might take students out of school, and can serve as a reminder to be mindful of bedtimes and preparing healthy breakfasts.

Identify a point person.

A thorough plan always accounts for technical, logistical or internet-related issues that might arise. Designate someone to be available during screening periods to answer questions and solve problems. This person also can distribute and collect assessment materials.

✔ Track Your Progress

1. Review your screening schedule.

2. Prepare schedules for screening days.

3. Assign testing locations.

4. Prepare all materials and devices in advance.

5. Train your teachers.

6. Post the screening schedule.

7. Notify families.

8. Identify a point person.