**Universal Screening Action Plan – Elementary School**

*Elementary School Name:*

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| **Question** | **Answer** | | |
| 1. Why does your school want to conduct universal screening? |  | | |
| 1. What screening measure will you use? |  | | |
| 1. Who will be on your school’s universal screening team (e.g., school counselor, school psychologist, administrator)? | **Name** | | **Title** |
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| 1. Who will be the school’s screening team lead (this person will communicate with the central office about screening)? |  | | |
| 1. How often, when, and where will the school’s screening team meet? |  | | |
| 1. How will parents be notified in advance of the screening? |  | | |
| 1. Will you obtain passive or active parental consent? |  | | |
| 1. Who will manage the parental consent process (e.g., send home the consent form; receive signed consent forms; send list of non-consented students to teachers)? |  | | |
| 1. When will teachers be trained on how to complete the universal screener? |  | | |
| 1. List the two weeks designated for universal screening. | **Fall** | **Spring** | |
|  |  | |
| 1. On what day and at what time will teachers complete the screening? |  | | |
| 1. Who will coordinate the day-of screening (should be the screening team lead)? |  | | |
| 1. Describe the step-by-step process for the day-of screening (e.g., reminding the staff, getting forms to the staff, supporting the staff during screening, staff getting the data to the data coordinator). | **Step 1:** | | |
| **Step 2:** | | |
| **Step 3:** | | |
| **Step 4:** | | |
| **Step 5:** | | |
| 1. Who will clean the screening data (e.g., look for duplicate responses and/or abnormally high or low responses)? |  | | |
| 1. What date will you review the analyzed data with the universal screening team? |  | | |
| 1. Describe how the data will be used to inform Tier 1 supports. |  | | |
| 1. Describe your process for following up with students who score in the high-risk range. |  | | |
| 1. How and when will the results of the screening be communicated to staff? |  | | |
| 1. How will families be notified of the screening results? |  | | |