**Universal Screening Action Plan – Middle School**

*Middle School Name:*

|  |  |
| --- | --- |
| **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** |
|  |  |
|  |  |
|  |  |
|  |  |
| 1. Who will be the school’s screening team lead (this person will communicate with the central office about screening and will coordinate the 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. List the two weeks designated for universal screening
 | **Fall** | **Spring** |
|  |  |
| 1. When will the teachers be trained on how to proctor the screener?
 |  |
| 1. Who will train the teachers on how to proctor the screener?
 |  |
| 1. During what class period will students complete the screener?
 |  |
| 1. What will students whose parents did not consent to the screening do while other students are completing the screening?
 |  |
| 1. Describe the step-by-step process for the day of screening (e.g., sending the survey link to the staff and students, supporting the staff and students during screening)
 | **Step 1:** |
| **Step 2:** |
| **Step 3:** |
| **Step 4:** |
| **Step 5:** |
| 1. Who will clean the screening data (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?
 |  |