



Universal Screening Implementation Checklist				
	Task	Person(s) Responsible	Time	✓
Create a Plan	Identify the team who will plan and implement this checklist.		Fall	
	Create year-long universal screening schedule that includes testing dates and data meetings to discuss universal screening results.			
	Communicate universal screening process to staff and share schedule with relevant staff members (screening team).			
	Arrange assessment logistics for classrooms.			
Prepare to Assess	Train staff (teachers and AEs) to administer screening measures.		Fall	
	Acquire and distribute screening materials (passages, rosters, timers, score sheets, etc.).		Fall	
			Winter	
			Spring	
	Conduct fidelity checks prior to screening.		Fall	
			Winter	
			Spring	
Assess	Administer universal screening assessment to students.		Fall	
			Winter	
			Spring	
	Enter screening data into data system.		Fall	
			Winter	
			Spring	
Data Meeting to Discuss Universal Screening	Use Analysis to Action Worksheet			
	Organize screening data for grade level data meetings.		Fall	
			Winter	
			Spring	
	Conduct grade level team meeting to discuss screening data.		Fall	
			Winter	
			Spring	
	Identify classes in need of classwide intervention (i.e., classes with median benchmark score below criterion).		Fall	
			Winter	
			Spring	
	Identify students in need of tier 2 intervention support based on screening data.		Fall	
			Winter	
			Spring	