

INSTRUCTIONS FOR PRESCHOOL DEVELOPMENTAL DELAY SCREENING PRIOR TO EVALUATION

Preschool students may be screened prior to consideration for referral to special education for possible developmental delay(s). Screenings may be completed with students that are referred by their parent, classroom teachers, preschool personnel, including Head Start teachers or administrators, Office of School Readiness (OSR) teachers or administrators, other preschool program teachers or administrators, or by others with knowledge of the child. If parents do not give permission for screening and instead request a complete evaluation, then the Special Education referral process (Process Chart 1 in *Mastering the Maze*) should begin.

1. A ***PRESCHOOL DEVELOPMENTAL DELAY SCREENING PERMISSION FORM*** MUST be signed by the parent/guardian prior to screening. A ***PRESCHOOL DEVELOPMENTAL DELAY SCREENING RESULTS FORM*** MUST be sent to the parent/guardian following the screening.

2. A *Battelle Developmental Inventory Screening Test* has been provided to each LEA for the purpose of screening all five developmental areas. All five areas for Developmental Delay must be screened. You may use a different instrument, but it must screen all five areas.

- You MAY NOT use a “homemade” instrument.
- You MAY NOT use an instrument that would subsequently be used as part of an evaluation if the student proceeded to referral/evaluation.

3. Vision and hearing screening should be completed as the initial part of the screening process. If the child does not pass vision or hearing screening, then the remainder of the screening process should not be completed until the problem is corrected or documentation from a physician or audiologist is obtained stating that the problem is chronic in nature and the child is/will be under the on-going care of the physician or audiologist. Screening conditions should be adjusted to accommodate for documented hearing or vision impairments.

4. After the screening is completed, the ***PRESCHOOL DEVELOPMENTAL DELAY SCREENING RESULTS FORM*** must be sent to the parent/guardian.

- If the screening results are within normal limits, no further procedures are needed.
- If the screening results are developmentally appropriate at this time, then a curriculum that fosters continued appropriate development should be incorporated into the preschool classroom.
- If the screening indicates that the student needs a more in-depth evaluation, attach a *Notice and Invitation to a Meeting/Consent for Agency Participation* form to this form. Process Chart 1 in *Mastering the Maze* should be followed.