

**Re: Procedural guideline for location of child find screening materials following each screening**

**Date: 02/06/07**

**Date Adopted by USD 320 BOE on 07/09/07**

Effective immediately all screening protocol materials gathered during the child find screenings will become the responsibility of the early childhood teacher in the district in which the child resides.

In Wamego where more than one EC teacher is assigned to a district, both teachers will maintain individual informational files and one "master" file. Each teacher's file will contain screening protocol materials for children that they anticipate will be entering services in their room. The "master" file will contain protocol materials of all children that passed the screening and those hopeful of being peer models.

In the instance of the November and January screenings at Westmoreland and Alma, the School Psychologist and EC teacher in charge of the screening will mutually share the responsibility in getting the files to all appropriate locations. **For example**, if a Wamego child attends the Alma screening the S. Psychologist and EC teacher at Alma will forward the screening protocol materials to EC teachers in Wamego.

It will be the EC teachers' responsibility to establish a confidential location where all materials can be stored from one year to the next. This responsibility includes the sharing of such information based on reasonable requests made by staff or parental requests. Materials will be stored in such a manner to clearly earmark the date and year that children were screened.

The master list of children attending will be maintained in two locations: one yellow copy of the results at the Coop offices and the original copy and protocols collected at the screening in the file of the responsible EC teacher where the screening was held. **For example**, Alma's master list of those screened remains at Alma (the white copy) and the yellow copy is sent to the Coop offices.