Speech, Voice, and Language
Screening Checklist

PREPARATION

☐ Confirm/discuss with your school principal who will be responsible for conducting speech and language screenings in your school.
☐ Obtain a complete list of students who are new and who are in the grades to be screened from the person responsible for registering students at your school.
☐ Establish a system for your school’s student enrollment / registrar to notify you of new/transfer students who require speech and language screenings as they arrive during the school year.
☐ Check the records of preschool students for documentation of speech and language screening completed by a health care provider or other school division.
☐ Check records of new students in all grades in your school for documentation of speech and language screening by a health care provider or other school division.
☐ Consult with a special education coordinator if you have questions about the screening process.

CONDUCT SCREENINGS

☐ Consult VDOE school health guidelines, p. 213 for details to conducting speech and language screening.
☐ Complete speech and language screenings for all preschool and K students who attend classes in your school who do not have documentation of speech and language screening by a health care provider or other school division, within the first 60 administrative working days of initial enrollment.
☐ Complete speech and language screenings for all new students in preschool-grade 3 who do not have documentation of speech and language screening by a health care provider or other school division within 60 administrative working days of enrollment.
☐ Student is rescreened if results are not considered valid or screening is not passed.

RECORD AND SUBMIT INFORMATION

☐ Record documentation of speech and language screenings for all students on SUMMARY OF SCREENING FOR INITIAL ENROLLMENT/“blue card” in student cumulative folder. This includes screenings from a health care provider or other school division as well as screening results conducted by you.
☐ If child does not pass screening, screening results provided to parent in writing with copy of parent notification placed in cumulative file.
☐ If student does not pass screening and a disability is suspected, refer to School Based Intervention Team at your school.
☐ Speech and language screening data is gathered by your school nurse for submission to the Virginia Department of Education.

TRANSFER STUDENTS

☐ Complete speech and language screening within 60 days of enrollment for all new students in preschool-grade 3 who do not have documentation of speech and language screening by a health care provider or other school division.