



## Speech and Language Screening Process

### **Step 1: Initial Concerns relating to speech, language and/or hearing:**

- Teacher/Director and Parent/Guardian must have a conversation about concerns
- A teacher, director or parent/guardian: must fully complete the Support Request for Speech Language and Hearing
  - Submit completed checklist scanned via e-mail to [kcready4SLP@gmail.com](mailto:kcready4SLP@gmail.com)
  - Retain a copy of the completed Support Request for Speech Language and Hearing in the site's "Purple Folder"
  - Obtain signed permission from parent/guardian

*\*Note: Once checklists are received, sites will be contacted to determine next-steps*

### **Step 2: Screening Process**

1. If children are determined to need screenings, sites will be contacted to schedule/confirm the date/time of a screening visit
2. Supervised Graduate Students from Western Michigan University will visit site locations and administer speech, language and hearing screenings
  - a. Please be prepared to make available quiet, distraction-free locations for these screenings as best available
3. Upon arrival at the screening site:
  - a. Supervisors will check the "Purple Folders" for **signed permission forms** and initial by each child's name to be screened
  - b. Supervisors will request to see a copy of the Support Request for Speech Language and Hearing for each child being screened (in "Purple Folder")
  - c. Screening process involves:
    - i. Classroom observation and interaction with the identified child in the classroom (to establish rapport and obtain a language sample)
    - ii. Graduate student will bring the child to the designated space to conduct the screenings

### **Step 3: Follow-Up Support**

1. A brief written report of the screening results and recommendations will be provided
  - a. Please give one copy to parents/guardians and retain one for your records in the "Purple Folder"
  - b. As you provide the report to families of children identified for further follow-up, please provide the Referral List
  - c. Assist and support families as they navigate the process to accessing further services.
2. In some cases, on-site speech and language support through KC Ready 4s will be made available following screenings.