How to Use the Get Ready to Read! Screening Tool

1. **Look through the screening tool.** It helps to read through the screening tool right before you begin screening the children to familiarize yourself with the tool.

2. **Find a quiet place to work with one child at a time.** Find a place where you will be able to sit next to, not across from, the child at a table, on a couch or on the floor. It helps to have a flat surface like a small table in front of you on which you can show the screening items. The child does not have to be removed from the classroom or home setting. You can use a quiet corner where there won’t be a lot of distractions. You will need about 10 minutes to complete the screening with a child.

3. **Plan ahead to make the screening process run smoothly.** If you are in a classroom, family child care home or other group setting, you may want to tell the children who will be screened that they are all going to have a chance to do this special activity. Select an easy going, interested child to screen first or ask for volunteers. Be encouraging. Approach the child individually and take him or her to the screening area.

4. **Prepare the screening area** and gather the materials that you will need: the screening tool, a separate answer sheet labeled with the child’s name, and a pencil or pen.

5. **Complete the information about the child at the top of the answer sheet.** Be sure that you also fill in the date and which screening this will be for the child (e.g., first, second).

6. **Place the screening booklet directly in front of the child.** The child should have a straight and direct view of the screening tool items. Be sure to only show the child one page at a time, by folding the booklet back, as you administer the 20 items of the screening tool.
7. **Start with the sample item.** The purpose of the sample item is to make sure that the child understands what to do. When you are ready to begin the screening with a child, you will open the booklet to page 9 and fold the page back to show just the sample item. Place the booklet directly in front of the child and put the copy of the answer sheet in front of you. First, introduce the activity to the child: *Let’s look at some pictures.* [Point to the pictures in the sample item.] I will ask you a question about them and you put your finger on the picture that is the best answer to the question. *Let’s try one.* Then, read aloud the sample item on page 9 using the exact words that are in the screening tool.

8. **On the sample item you may give hints and feedback to make sure that the child understands the instructions.** You may not do this on the 20 items in the tool. Give the child general praise after he or she completes the sample item. Say something like this:

   *You’ve got the idea! Now I am going to ask you some more questions. Each time I ask a question, you choose the picture that is the best answer. Just look carefully at the pictures and pick the one you think is right.*

   Once the child has selected an answer on each item, mark the child’s choice directly on the answer sheet by circling the answer that the child has chosen.

9. **Then, proceed with the 20 items of the screening tool, one by one, in the order in which they appear in the manual.** Ask each question exactly how it is worded in the screening tool. Be sure to show the child just one item at a time by folding the page back. Circle the answer that the child has chosen for each item as soon as the child selects it. Do not worry at this time about checking to see if it is the correct answer.