



A Step by Step Guide for Districts

ASQ-3 & ASQ: SE-2

Getting Online, Partnering with Community Early Learning Providers, and
Tracking All Referrals



This ASQ screening project is sponsored by the Delaware Department of Education, Office of Early Learning in collaboration with the Delaware Department of Health and Social Services, Delaware school districts, Delaware STARs, Head Start, 211, & Delaware Readiness teams.



ASQ-3 & ASQ: SE-2

A Step by Step Guide for Districts: Getting Online, Partnering with Community Early Learning Providers and Tracking all Referrals

1	Getting Online	2
1.1	Getting your username and password.....	2
1.2	ASQ Online: A Brief Overview	2
2	Partnering with Community Early Learning Providers.	3
2.1	Preparing your Outreach Materials	3
2.2	Outreach Activities	4
2.3	Adding New Child Care Programs	5
3	Reviewing Screenings and Tracking Referrals.....	5
3.1	Accessing Screenings to be Reviewed	6
3.2	Reviewing Screenings	7
3.2.1	Accepting a Screening within Family Access Portal	7
3.3	Reviewing and Processing Screenings	10
3.3.1	Completing the Summary Sheet	10
3.3.2	Sending Results to Families.....	12
3.3.3	Entering a Child Profile Note.....	13
4	My Alerts.....	14
4.1.1	To Set Family Access alerts.....	15
4.1.2	To Set an Email Alert.....	16
4.1.3	To Set Transfer Alerts.....	17
4.1.4	To Set the Time Zone	18
5	Searching for a Child Profile.....	18
6	Archiving or Deleting a Child Profile.....	19
6.1	To Archive a Child Profile.....	19
7	Appendix.....	22
8	ASQ Links.....	23
9	Email to Family: Screenings On Target.....	Error! Bookmark not defined.
10	Email to Family: Screenings in Monitoring Range.....	Error! Bookmark not defined.
11	Email to Family: Screenings Indicate Referral	Error! Bookmark not defined.
12	Email to Family: Screenings On Target- Spanish	Error! Bookmark not defined.
13	Email to Family: Screenings in Monitoring Range- Spanish.....	Error! Bookmark not defined.
14	Email to Family: Screenings Indicate Referral- Spanish ...	Error! Bookmark not defined.

1 GETTING ONLINE

All school districts and Birth to Three Early Intervention Program (B23) have their own online ASQ portals for community access to complete developmental screenings. A list of all portal links and contacts is available in the appendix of this manual. If your district's contact person has changed, please update the ASQ Technical Assistant annually, or as soon as possible to make changes in your district's portal.

Remember, you can use the Program Administrator Manual and tutorials to answer your questions. The manual and tutorials can be found under "Quick Links" on the bottom left, under the "Visit our Health System" link. Direct Link:

<https://www.asqonline.com/help/default.htm>

1.1 GETTING YOUR USERNAME AND PASSWORD

If you do not have a log in username and password to your district's portal, please contact your administrator or Jenny Grady at jenny.grady@doe.k12.de.us with the following information:

Name	Address	Phone #	Email
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1.2 ASQ ONLINE: A BRIEF OVERVIEW



At the top of each ASQ Online web page you will find the top navigation menu. This menu will take you to the different sections of ASQ Online, including your Home page, My Profile, Program, Child Profiles, Screening Management, Reports, and Family Access.

A brief description of each page is provided below:

- **Home:** Access Child Profiles, Screenings, and Help items from this page, which is customized to your role as Program Administrator.
- **My Profile:** View and edit your profile information, change your password, create and manage your personal notes and files, manage your user access, and create personal alert messages regarding various functions in ASQ Online.
- **Program:** Find information regarding your program, add program users, add custom tasks, import and export data, and set your screening preferences.

- **Child Profiles:** Manage all Child Profiles within your program, assign users to children, and view individual screenings.
- **Screening Management:** Schedule screening tasks and non-screening tasks, generate and print screening and follow-up materials, create your own program-specific documents and groups of documents, and keep track of the status of scheduled tasks for all children in your program.
- **Reports:** Generate program-specific reports.
- **Family Access:** Create and manage your Family Access web page used for online questionnaire completion, and accept or reject screens that have been submitted to you through Family Access. *(NOTE: This is an optional module that requires an additional subscription.)*

2 PARTNERING WITH COMMUNITY EARLY LEARNING PROVIDERS

Child Care Centers, Head Start Programs, Family Child Care Programs, and Private Preschools

Partnership Agreements are not required, however they will assist in managing the expectations between the districts and early childhood programs. (see appendix for sample).

2.1 PREPARING YOUR OUTREACH MATERIALS

- Set up your website so the following information is easily accessible:
 - ASQ Links
 - Consent to Screen on district letterhead
 - Invitation Letter on District letter head (see appendix)
- Check to make sure Consent to Screen form matches the updated wording on the ASQ Platform. It should read:

English	"As part of consenting to do the ASQ screenings, I understand that screening information entered online will be shared with the Delaware Department of Education, Office of Early Learning, the Delaware Department of Public Health, and Delaware Health and Social Services to determine overall developmental trends that will help with budget and resource decisions. Screening results will also be shared with your child care provider, because they must keep track of completed developmental screenings (required by Delaware Stars for Early Success) and your district of residence if there is a concern."
Spanish	"Como parte del consentimiento para realizar la evaluación de LA ASQ, entiendo que la información de cribado introducida en línea se compartirá con el Departamento de Educación de Delaware, la Oficina de Aprendizaje Temprano, el Departamento de Salud Pública de los Estados Unidos de Delaware, y para determinar generalmente tendencias de desarrollo que

	ayudarán con las decisiones presupuestarias y de recursos. Los resultados de la detección también se compartirán con su proveedor de cuidado infantil, ya que deben realizar un seguimiento de las pruebas de detección de desarrollo completadas (requeridas por los TESTAR sin embargo) y su distrito de origen si hay una preocupación.”
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- Create a flyer with your district’s online screening access info.

2.2 OUTREACH ACTIVITIES

- Send flyer along with your Consent to Screen and Invitation Letter, both on district letterhead, to child care programs within your district inviting them to participate by using your district’s portal.
 - Visit the link below to determine which child care programs are in your district:
<https://delaware.maps.arcgis.com/apps/webappviewer/index.html?id=106bc5ac91a24fb38533dc029b34bb5b>
 - This resource allows users to filter the list of child care programs by school district. An excel document can be created from the results by clicking the three dots and choosing “Export to CSV file”.
 - This resource also provides the child care program’s Star level, Address, and Phone Number.
- Send an email blast with the screening flyer, Invitation Letter, and Consent to Screen to all child care programs in your district by contacting Betty Gail Timm at the Office of Child Care Licensing (OCCL) at **Elizabeth.Timm@doe.k12.de.us**
- Consider having a meeting with providers in your district to discuss the ASQ process and answer questions.
 - Provide a certificate to attendees as this will count towards their 18 hours of training required by OCCL. Follow OCCL’s community-based training for professional development requirements.
 - Create a schedule with child care programs in your district, if possible, to avoid a high volume of screenings at any one time.
- Partnering with Elementary Schools in your District:
 - Meet with secretaries, principals, and Kindergarten teachers to explain the importance of developmental screening and request they distribute screening flyers to families with young children.
 - Provide extra copies to sites to make available for families.
 - Request that the school consider adding the screening links to their websites.
- Partnering with community programs in your area:
 - Contact local libraries, Parents as Teachers, medical centers, Police Athletic League (PAL) centers, Boys and Girls Clubs, YMCA’s, etc. to explain the importance of developmental screening.

- Provide extra copies of the screening flyer to community partners and ask them to share with families with young children.
- Consider joining a Delaware Readiness Team in your area as they are actively involved in promoting access to Developmental Screening for ALL children.

2.3 ADDING NEW CHILD CARE PROGRAMS

It is possible that new child care programs will need to be added to the ASQ Enterprise Account as providers. You are no longer responsible for adding new programs to your portal. Please follow the process below to register new programs:

- Please share this link for providers to register:
https://education.delaware.gov/families/office_of_early_learning/asq-support-request/
- Providers will need to include the following information:
 - i. OCCL #
 - ii. Name of Child Care Program
 - iii. Contact
 - iv. Phone Number
 - v. Address
 - vi. Email address that will receive ASQ emails
 - vii. Age range for children served

3 REVIEWING SCREENINGS AND TRACKING REFERRALS

- Developmental Screenings MUST be reviewed at least once every 2 weeks.
- Check both Family Access and transfer history report to get most recent screenings.
- Flexibility is permitted during high rates of screening, such as the fall.
 - Keep in mind the Head Start Performance Standards which notes a 45 day screening timeline.
 - Check with your district leadership to determine if an MOU with your local Head Start program exists. This may indicate that you must meet the 45 day standard noted above.
 - If an MOU is in place, screening for Head Start programs will be given priority to meet the standards.
- **If you receive a screening from a child under 35 months, place that child's screening into the ASQ Technical Assistant's classroom to be transferred.**
- **If you receive a screening from a different state (outside of Delaware), and the child does not attend a child care in Delaware, reject the screening so the family receives automated rejection notification email.**

- **If the child is attending Delaware child care but resides in a neighboring state, you may accept the screening, share results, and direct them to home state for IDEA entitlement. Do not evaluate children out of state; refer them to their home state for evaluation.**
- Screenings are completed based on the location of the child care, not parent's district of residence.
 - If referral is needed and the child resides outside of your district (and your district is not participating in the New Castle County Memorandum of Understanding (NCC MOU), refer to the appropriate district using their Child Find email listed in the appendix. Permission is included in online consent and written consent form.
 - If your district is participating in the NCC MOU, and the child resides out of district but attends child care within your district, your district is responsible for completing the referral, evaluation, and services if appropriate.

3.1 ACCESSING SCREENINGS TO BE REVIEWED

To view all screenings that have been submitted through Family Access:

1. Select *Family Access* from the top navigation menu.
2. Click the link that says, "You have [#] family access screenings to approve (or reject)."

You will be taken to a list of all screenings that have come in through Family Access. Each child has their own drop-down box that includes their name, the caregiver, the questionnaire, the screened date, and the completed date. If you click the *Preview* link, you can view the demographic data as well as the number of items that were answered for each area. Click the arrow icon to the left of the child's name to bring up the accept/reject options.

ASQ-3 & ASQ: SE-2

A Step by Step Guide for Districts: Getting Online, Partnering with Community Early Learning Providers and Tracking all Referrals

Questionnaire Type	Public URL
ASQ-3 English	 https://www.asqonline.com/family/63a528
ASQ:SE-2 English	 https://www.asqonline.com/family/da36b1
ASQ-3 English	https://www.asqonline.com/family/433e72
ASQ:SE-2 English	https://www.asqonline.com/family/004f95

There are 2 family access screenings to approve (or reject)

There is 1 family access screening to assign

To view all screenings that have been transferred to your portal, run the Transfer History Report:

1. Select *Reports* from the top navigation menu.
2. Click on the report named *Transfer History*.
3. Click *Generate Report*. The page will display a “report status” while the report is being processed.
4. Three report generation options will appear: *Download PDF*, *Download CSV*, or *Preview Report*. Select the report generation option that you would like to run.

3.2 REVIEWING SCREENINGS

You are responsible for reviewing screenings that come in through the Family Access Portal and Transfer History Report.

3.2.1 Accepting a Screening within Family Access Portal:

You only need to accept screenings that are submitted through Family Access Portal. Screenings on the Transfer History report have already been accepted to the portal and need to be reviewed and processed.

1. Sign in to the ASQ portal and click Family Access tab.
Under public URL's, it notes how many screenings to approve/reject or assign.
2. Click on Preview to check to see if the child has an assigned child care/preschool.
 - a. If there is an assigned child care/provider, this will be who you assign as the provider.

- b. If there is no assigned child care/provider, select accept without assigning to provider.

Accept/Reject Options:

If you choose “**Accept and attach to an existing child profile**,” a text box will appear, prompting you to start typing a child’s name to search. Begin to type the child’s name. You will see a drop-down menu of suggestions for the child you are looking for. Select the child and click the *Process* button. This screening will be added to the Child Profile you have selected.

If you choose “**Accept as a new child profile and assign to provider**,” a drop-down menu will appear with a list of Providers in your program. Select the Provider you wish to assign this child to from the drop-down menu, and click the *Process* button. This child and his or her screening will now be a part of your program.

If you choose “**Accept as a new child profile without assigning to a provider**” and click the *Process* button, the screening will remain in a pending status until it has been assigned to a Provider. (See **Section 10.9 Assigning Pending Screenings to a Provider** for more information.)

If you choose “**Reject entirely**,” the screening will not be included as part of your program and you will not have access to the data on that questionnaire. ***DO NOT USE**

The option to “**Reject entirely and notify the caregiver via email**” will only be available if that child’s caregiver chose to include an email when they submitted the Family Access screening. If you choose this option the screening will not be included as part of your program and you will not have access to the data on that questionnaire. The caregiver will be emailed a generic letter informing them that the screening was not accepted by your program.

Child	Caregiver	Questionnaire	Screened Date	Completed Date	
▼ Batts, Mary (DOB: 2015-01-04) Baltimore, Maryland 21220	Batts, Mom Baltimore, Maryland 21220	ASQ-3 English 24 Month	2017-01-16	2017-01-16	Preview

☒ **Accept and attach to an existing child profile**

☐ **Accept as a new child profile and assign to provider**
☐ **Accept as a new child profile without assigning a provider**
☐ **Reject entirely**
☐ **Reject entirely and notify the caregiver via email**

3. Click process

4. Merge Child Profiles so there will be only 1 profile for each child.
 - If for any reason you have duplicates of the same Child Profile, you can merge those profiles together to create one Child Profile, without losing the data from either profile.

3.2.1.1 To Merge Child Profiles:

1. Select *Child Profiles* from the top navigation menu.
2. Select the name of a Child Profile you wish to merge.
3. In the Child Profile Details section, click the *Merge* tab.
4. You will be taken to a list of Child Profiles within your program. This page lists the child's name, DOB, Child ID, and Alt. ID. Any rows that are bold indicates a child profile with the same birth date or name.
5. Select the button to the left of the Child Profile that you would like to merge.
6. Click the *Merge Child Profiles* button at the bottom of the page.

Child Profile Details		View All	Edit	Delete	Merge
Last name	Batts				
First name	Joan				
Middle name					
Child ID	1550197				
Alt. ID					
Status	Active				
Date of birth (YYYY-MM-DD)	2014-04-17				
Weeks premature (if child was born 3 or more weeks prematurely)	0				
Adjusted age	36 months and 15 days				
Gender	Female				
Birth weight					
Ethnicity					

Please note that when merging two profiles, the Child Profile that you are merging *into* is the data that will prevail. If the merging profile has separate demographic data than the profile being merged into, the demographic data will be overwritten.

Once two child profiles are merged, the merged child profile will be available to view under the Quick Link, *Recent Merges*.

Assigning multiple children to a Provider (typically used when assigning a provider from the transfer report):

1. Select Program from the top navigation menu.
2. Select Search Program Users from left Quick Links menu.
3. Click on the name of the user you want to assign child profiles to.
4. Click Assign Children to Provider from left Quick Links menu.
5. Click in the box to the left of the child profiles that you want to assign to the user in the Available Child List section.
6. Click Add.

Those selected child profiles will now be assigned to that provider user.

3.2.1.2 Assigning a Provider or Reviewer to a Child Profile:

1. Select *Child Profiles* from the top navigation menu.
2. Select the child to whom you wish to assign a Provider or Reviewer.
3. Scroll down to the Child's Providers & Reviewers section.
4. Click the *Add* tab to the right of the Child's Providers & Reviewers tab.

OR

1. Click the Add Provider/Reviewer Quick Link.
2. You will be taken to a **Providers & Reviewers** page where you have two options:
 - a. Search for available Providers or Reviewers by "Program user last name" or "Program user first name."
 - b. Scroll down to the Available Providers and Reviewers section, and look for available Providers or Reviewers by last name.
3. Click the *Add* tab in the top right corner of the Available Providers and Reviewers section. You will get a message saying, "User was successfully assigned to child profile."

3.3 REVIEWING AND PROCESSING SCREENINGS

After the screening has been accepted to the portal (either through Family Access or Transfer History), you must review and process the screening to finalize this activity. There are 3 steps to completing this:

1. Completing the Screening Summary Sheet
2. Sending results to families
3. Entering a Child Profile Note

3.3.1 Completing the Summary Sheet

Completing the Follow Up section on the summary sheet is imperative for data collection efforts.

ASQ-3 Follow Up:

ASQ-3 & ASQ: SE-2

A Step by Step Guide for Districts: Getting Online, Partnering with Community Early Learning Providers and Tracking all Referrals

This is section 4 on the Summary Sheet. Data is being collected on the 3 follow up activities below. Choose at least one of these 3 options (click all follow up actions that apply):

- ☐ Share Results with primary healthcare provider.
- ☐ Refer to early intervention/early childhood special education.
- ☐ No further action taken at this time.

4. FOLLOW-UP ACTION TAKEN: Check all that apply.

- ☐ Provide activities and rescreen in months.
- ☐ Share results with primary healthcare provider.
- ☐ Refer for (check all that apply) ☐ hearing, ☐ vision, and/or ☐ behavioral screening
- ☐ Refer to primary health care provider or other community agency (specify reason):
- ☐ Refer to early intervention/early childhood special education.
- ☐ Other (specify):
- ☐ No further action taken at this time

Click "Save follow-up actions".

ASQ:SE-2 Follow Up:

This is section 5 on the Summary Sheet. Although data is not currently being collected on the ASQ:SE-2, consider using at least one of these 3 options (click all follow up actions that apply):

- Refer for early intervention/early childhood special education.
- Refer to social-emotional, behavioral health, or mental health evaluation.
- Other- add note "No further action taken at this time".

5. FOLLOW-UP ACTION TAKEN: Check all that apply.

- ☐ Provide activities and rescreen in months.
- ☐ Share results with primary healthcare provider.
- ☐ Provide parent education materials.
- ☐ Provide information about available parenting classes or support groups.
- ☐ Have another caregiver complete ASQ:SE-2. List caregiver here (e.g., grandparent, teacher)
- ☐ Administer developmental screening.
- ☐ Refer to early intervention/early childhood special education.
- ☐ Refer to social-emotional, behavioral health, or mental health evaluation.
- ☐ Other (specify):

Click "Save follow-up actions".

3.3.2 Sending Results to Families

- Determine if the screening is “on target”, “needs monitoring”, or “referral” and send the appropriate Parent Results Letter via email along with ASQ activities for Home and CDC Developmental Milestones Booklet
 - Information is found at:
 - <https://www.cdc.gov/ncbddd/actearly/milestones/index.html>
 - <http://archive.brookespublishing.com/documents/asq-activities.pdf>
- If an email does not exist for the family, share the results with the child care/provider and ask them to share with the family or mail the results.
- If the screening has no child care/provider and the family has no email address, it is permitted to send a copy of the letter, the screening results and the resources via mail, to the family.
- **If family does not respond to the letter when further evaluation is recommended:**
 - If family does not respond to letter when further evaluation is recommended, contact family by phone to review screening results.
 - Consider sending a follow up email and make several attempts at connecting with the family within 2 weeks of initial attempt.
- **If a child care provider completed the screening:**
 - Share the results with the provider and ask them to share results with the family.
 - Add a child profile note indicating “referred to child care to discuss results with family”.
- If 1 of the 2 screeners were submitted, you may wait until both screeners are completed before processing. Consider reaching out to the child care to request they follow up with the family to complete the missing screening.
 - If ASQ-3 was submitted without ASQ:SE-2, consider processing the results (especially if a referral may be recommended) and send the ASQ:SE-2 link with results. If the ASQ:SE-2 is not submitted in a timely manner or with multiple attempts to request completion.

Completing the Results Letters:

If using the results letter template from the appendix, follow the procedures below.

1. **On Target:** If both screenings are on target, fill out form as noted below
 - a. Box 1: Check areas indicating the child was on target.
 - b. Box 2: Check no additional action by parent is needed. Use attached packet as a guide to support your child.
2. **Needs Monitoring:** If both screeners are completed and any area is in monitoring range, fill out the parent results form as noted below:
 - a. Box 1: Check the boxes indicating where the child’s screening fell in each area.

- b. Box 2: Check the box which notes “Implement the attached “Activities for Children” based on your child’s age. Continue to monitor your child’s skills. If you have any concerns, contact Child Find.”
 - i. Consider referral to 211/Help Me Grow to assist with addressing underlying social determinants of health.
 - ii. Consider referral to physician.
 - iii. All decisions are made on an individual basis with parent input.
3. **At Risk:** If both screeners are complete, and any area is below target, fill out the parent results form as noted below:
 - a. Box 1: Check the boxes indicating where the child’s screening fell in each area.
 - b. Box 2: Check box indicating “Some scores might warrant further educational evaluations for early intervention services or special education services.” Contact Child Find.

Further Assessment or Referral does not always mean a full diagnostic evaluation. Additional Child Find activities may be initiated by the district to determine evaluation or resource needs and are based on individual need. Consider Referring to 211/Help Me Grow or Physician.

3.3.3 Entering a Child Profile Note

Entering a child profile note is helpful for the providers to know the preliminary steps for follow up. Here is where you would note if you made contact with the parent, what your recommendations were based on the screening, and if the referral was made. Items to include in child profile note:

- Results and recommendations sent to the family.
- If a referral was made.

To add a Child Profile note:

1. Select *Child Profiles* from the top navigation menu
2. Browse the Child Profiles list or search for a Child Profile.
3. Click on the child’s name to access his or her profile.
4. Click on the *Add* tab next to the Child Profile Notes tab.

OR

2. Select the *Add Note* Quick Link.
3. On the **Add Note** page:
 - a. Enter the “Subject” of the note.

- b. Select the “Note type” from the drop-down menu. Your options are:
Reminder, Medical History, Family Status, Referral, Assessment,
Intervention, Observation, Concern, Program Status, and Other.
 - c. Enter the text of the note in the “Description” text box.
4. Click **Save**.

4 TRACKING REFERRALS

The state is still determining how referrals will be tracked.

5 MY ALERTS

As Program Administrator, you have the ability to set up personal alert messages regarding various ASQ Online functions, which can be sent via text message or email. These messages can be task reminders, Family Access alerts, or transfer alerts. In addition, you can select your preferred time zone that will be used when you set alerts scheduled at a specific time of day.

- Standard text messaging rates apply to each text message alert received as provided in your wireless rate plan (contact your carrier for pricing plans and details). Email alerts will be subject to standard Internet access and usage charges imposed by your Internet service provider.
- If you choose to receive both an email and text message alert, you don’t have to receive them both at the same time. You can customize the day and time you wish to receive each one.
- If you have selected to be alerted via text message, you must have a mobile phone number saved in your profile.

ASQ-3 & ASQ: SE-2

A Step by Step Guide for Districts: Getting Online, Partnering with Community Early Learning Providers and Tracking all Referrals

[Home](#) » [Users](#) » [A, Provider](#) » [Alerts](#)

Standard text messaging rates apply to each text message alert received as provided in your wireless rate plan (contact your carrier for pricing plans and details). Email alerts will be subject to standard Internet access and usage charges imposed by your Internet service provider.

Screening Alerts

Alert	Status
Text me each time I finalize a screening.	Off ▼
Email me each time I finalize a screening. This email will include a link to Tasks so I can schedule a follow-up action.	Off ▼

Family Access Alerts

Alert	Time	Status
Text me <input type="text" value="Daily"/> if new screens have been submitted via Family Access that I must approve or reject.	Time: <input type="text" value="08"/> : <input type="text" value="00"/>	Off ▼
Email me <input type="text" value="Daily"/> if new screens have been submitted via Family Access that I must approve or reject.	Time: <input type="text" value="10"/> : <input type="text" value="00"/>	Off ▼
Text me <input type="text" value="At each occurrence"/> if new screens were accepted via Family Access and assigned to me for review.		Off ▼
Email me <input type="text" value="At each occurrence"/> if new screens were accepted via Family Access and assigned to me for review.		On ▼

Transfer Alerts

Alert	Time	Status
Text me <input type="text" value="Daily"/> if child profiles are being transferred from my account	Time: <input type="text" value="15"/> : <input type="text" value="00"/>	Off ▼
Email me <input type="text" value="Daily"/> if child profiles are being transferred from my account	Time: <input type="text" value="11"/> : <input type="text" value="00"/>	On ▼
Text me <input type="text" value="Daily"/> if child profiles have been transferred to or from any of my programs	Time: <input type="text" value="15"/> : <input type="text" value="00"/>	Off ▼
Email me <input type="text" value="Daily"/> if child profiles have been transferred to or from any of my programs	Time: <input type="text" value="15"/> : <input type="text" value="00"/>	Off ▼

5.1.1 Family Access Alerts

Family Access alerts allow you to pick a day, time, and frequency that you would like to receive an alert that a screening has been submitted, via Family Access, to be approved or rejected. You can choose to receive this alert via text message, email, or both. Family Access alerts will not alert you *each time* a screening has been submitted, but will simply alert you of any screenings that have been submitted according to the specified time frame you have selected.

For example, if you select that you would like to receive a text message each day at 10AM, you will only receive that message once, at 10AM, daily. The message will let you know how many screenings have been submitted for you to approve or reject, up to that time. Say that 100 screenings have been submitted. You will not receive 100 alerts; you will receive one alert message informing you that 100 screenings have been submitted.

To Set Family Access Alerts

1. Select *My Profile* from the top navigation menu.
2. Select the *My Alerts* Quick Link.
3. Scroll down to the Family Access Alerts section of the **My Alerts** page.
4. The Family Access Alerts section has 3 columns: “Alert,” “Time,” and “Status.” You have the option to set a text message alert and an email alert.
5. To set a text message alert:
 - a. Under the “Alert” column, select the frequency with which you would like to receive the text alerts, from the drop-down menu next to “Text me.” Your options are: Daily or Weekly.
 - b. If you choose to receive these text messages daily: In the “Time” column, select the time you wish to receive these alerts, from the drop-down menu.
 - c. If you choose to receive these text messages weekly: In the “Time” column, select the day of the week you wish to receive these messages, from the “Day” drop-down menu. Then select the time of day you wish to receive these messages, from the “Time” drop-down menu.
 - d. To ensure you receive these messages, set the status to “On,” from the “Status” drop-down menu.
 - e. Click the *Save Changes* button at the bottom

To Set an Email Alert:

1. Under the “Alert” column, select the frequency with which you would like to receive the email alerts, from the drop-down menu next to “Email me.” Your options are: Daily or Weekly.
2. If you choose to receive these email messages daily: In the “Time” column, select the time you wish to receive these alerts, from the drop-down menu.
3. If you choose to receive these email messages weekly: In the “Time” column, select the day of the week you wish to receive these messages, from the “Day” drop-down menu. Then select the time of day you wish to receive these messages, from the “Time” drop-down menu.
4. To ensure you receive these messages, set the status to “On,” from the “Status” drop-down menu.
5. Click the *Save Changes* button at the bottom of the page.

ASQ-3 & ASQ: SE-2

A Step by Step Guide for Districts: Getting Online, Partnering with Community Early Learning Providers and Tracking all Referrals

Family Access Alerts		
Alert	Time	Status
Text me <input type="text" value="Daily"/> if new screens have been submitted via Family Access that I must approve or reject.	Time: <input type="text" value="08"/> : <input type="text" value="00"/>	<input type="text" value="Off"/>
Email me <input type="text" value="Daily"/> if new screens have been submitted via Family Access that I must approve or reject.	Time: <input type="text" value="10"/> : <input type="text" value="00"/>	<input type="text" value="Off"/>
Text me <input type="text" value="At each occurrence"/> if new screens were accepted via Family Access and assigned to me for review.		<input type="text" value="Off"/>
Email me <input type="text" value="At each occurrence"/> if new screens were accepted via Family Access and assigned to me for review.		<input type="text" value="On"/>

5.1.2 Transfer Alerts

Transfer alerts notify you when a child has been transferred to or from your program. You can choose to have the reminder sent to you via text, email, or both.

To Set Transfer Alerts:

1. Select *My Profile* from the top navigation menu.
2. Select the *My Alerts* Quick Link.
3. The Transfer Alerts section has 3 columns: “Alert,” “Time,” and “Status.” You have the option to set a text message alert and an email alert. You can choose to receive a text and/or email alert if Child Profiles have been transferred to or from your program.
4. To set an alert:
 - a. Under the “Alert” column, select the frequency with which you would like to receive the text and/or email alerts, from the drop-down menu next to “Text me” or “Email me.” Your options are: Daily or Weekly.
 - b. If you choose to receive these alerts daily: In the “Time” column, select the time you wish to receive these alerts, from the drop-down menu.
 - c. If you choose to receive these alerts weekly: In the “Time” column, select the day of the week you wish to receive these messages, from the “Day” drop-down menu. Then select the time of day you wish to receive these messages, from the “Time” drop-down menu.
 - d. To ensure that you receive these messages, set the status to “On,” from the “Status” drop-down menu.
 - e. Click the *Save Changes* button at the bottom of the page.

Transfer Alerts		
Alert	Time	Status
Text me <input type="text" value="Daily"/> if child profiles are being transferred from my account	Time: <input type="text" value="15"/> : <input type="text" value="00"/>	<input type="text" value="Off"/>
Email me <input type="text" value="Daily"/> if child profiles are being transferred from my account	Time: <input type="text" value="11"/> : <input type="text" value="00"/>	<input type="text" value="On"/>
Text me <input type="text" value="Daily"/> if child profiles have been transferred to or from any of my programs	Time: <input type="text" value="15"/> : <input type="text" value="00"/>	<input type="text" value="Off"/>
Email me <input type="text" value="Daily"/> if child profiles have been transferred to or from any of my programs	Time: <input type="text" value="15"/> : <input type="text" value="00"/>	<input type="text" value="Off"/>

Time Zone Setting:

The Time Zone Setting section is where you can select your preferred time zone for texting and emailing.

5.1.3 To Set the Time Zone:

1. Select *My Profile* from the top navigation menu.
2. Select the *My Alerts* Quick Link.
3. Scroll down to the Time Zone Setting section.
4. Select your preferred time zone from the drop-down menu.
5. Click the *Save Changes* button at the bottom of the page.

Time Zone Setting

Please select your preferred time zone for texting and emailing :

Save Changes

6 SEARCHING FOR A CHILD PROFILE:

If you are having difficulty finding a screening for a child, their screening may have been manually entered and therefore will not show up on the family access list.

Select *Child Profiles* from the top navigation menu.

1. Search for a child or children by entering information in any of the following search fields: Child DOB, Child last name, Child first name, Child ID, Previous screening (select the screening result from the drop-down menu), Caregiver last name, Caregiver first name, and/or Alt. ID. You can also search for children that have been transferred and do not have a Provider, or those who have a pending transfer.
2. Click *Search*.
3. "Active" children are listed under the *Child Profiles* tab and archived children are listed under the *Archived* tab. Once you have located the

child you are looking for, click on the child's name to view his or her profile.

4. The state is still determining how referrals will be tracked.

7 ARCHIVING A CHILD PROFILE (KINDERGARTEN)

Archive screenings for children entering kindergarten at the end of the school year.

- Go to Reports and choose Screening Status Summary. Run a report for screening intervals 48, 54, and 60 months. Make sure the child is eligible for Kindergarten prior to archiving.
 - This report will provide the names of the children you need to archive.
- Child care programs may also contact you to archive children in order to keep their classrooms up to date.
- If a child leaves your program, you may wish to archive the child's profile, so you can control whether or not the child shows up in your reports.

By archiving a Child Profile, you are removing that child profile from any assigned providers. An Archived child profile cannot have screenings, tasks, etc. added to the profile. The Program Administrator will still have access to the child profile from the Archived tab within the Child Profiles section. The Program Administrator can also continue to include Archived child profiles in reports by selecting "All", or "Archived". Marking a child as "Archived" does not delete that child's profile, and you can mark the child as "Active" again at any time by selecting the Archived tab of the Child Profile list.

*By deleting a Child Profile, you are permanently removing the child and all of his or her associated notes, tasks, screenings, and caregivers from the ASQ Online system. You will not be able to include this child's tasks or screenings in any reports you may run. Once you delete a child's profile, you will no longer have access to his or her profile information or screening results. **Please delete Child Profiles with caution.***

7.1 TO ARCHIVE A CHILD PROFILE

Select *Child Profiles* from the top navigation menu.

1. Browse the Child Profiles list or search for a Child Profile.
2. Click on the child's name to access his or her profile.
3. Click *Edit* next to the Child Profile Details tab.
4. You will be directed to the Edit Child Profile page. Select "Archive" from the Status drop-down menu.
5. Click *Save*.

To Delete a Child Profile:

1. Click the *Delete* tab next to the Child Profile Details tab.
2. A pop-up window will appear with a warning message stating that this action cannot be undone and will delete all associated screenings, caregivers, and the actual child profile.
3. Click *OK* to proceed with deletion.

To archive or delete multiple Children's Profiles:

Select *Child Profiles* from the top navigation menu.

1. Browse the Child Profiles list or search for a Child Profile.
2. Click in the checkbox to the right of each child profile to select them for archiving.

To archive the Child Profile(s):

1. Click the Archive button.
2. A pop-up window will appear asking if you are sure you want to archive the selected child profiles.
3. Click *OK* to proceed with archiving the child profile(s).

To delete the Child Profile(s):

1. Click the *Delete* button.
2. A pop-up window will appear with a warning message stating that this action cannot be undone and will delete all associated screenings, caregivers, and the actual child profile.
3. Click *OK* to proceed with deleting the child profile(s).

To unarchive or delete multiple archived Children's Profiles:

Select *Child Profiles* from the top navigation menu.

1. Select the Archived tabs
2. Browse the Child Profiles list or search for a Child Profile.
3. Click in the checkbox to the right of each child profile to select them for unarchiving or deleting.

To unarchive the Child Profile(s):

1. Click the Unarchive button.
2. A pop-up window will appear asking if you are sure you want to unarchive the selected child profiles.
3. Click *OK* to proceed with unarchiving the child profile(s).

To delete the Child Profile(s):

1. Click the *Delete* button.

ASQ-3 & ASQ: SE-2

A Step by Step Guide for Districts: Getting Online, Partnering with Community Early Learning Providers and Tracking all Referrals

2. A pop-up window will appear with a warning message stating that this action cannot be undone and will delete all associated screenings, caregivers, and the actual child profile.
3. Click **OK** to proceed with deleting the child profile(s).

Child Profiles		Archived		Export: All Data		Export	Archive	Delete	Print Table
Name	Child DOB	Child ID	Alt. ID	Primary caregiver	Previous Questionnaire	Previous Screening Result	<input type="checkbox"/> Select All		
Baptisto, Aiden	2015-08-27	1209391			ASQ-3 English 18 Month	Above	<input type="checkbox"/>		
Brack, Lisa	2013-08-11	1103455		Brack, Betty	ASQ-3 English 14 Month	Above	<input type="checkbox"/>		
Cabrera, Paulito	2014-11-29	1180305		Anderson, Sam	ASQ-3 English 12 Month	Above	<input type="checkbox"/>		
Chan, Dylan	2012-05-12	1446137		Hatfield, Mom	None	None	<input type="checkbox"/>		
Chasen, Joe	2012-09-06	535723	676767	Chasen, Mary	None	None	<input type="checkbox"/>		
Child, Fake	2016-02-03	1587060		Brack, Lisa	ASQ-3 English 12 Month	Above	<input type="checkbox"/>		
Chucky, Frank	2015-04-01	1446138		Puccio, Frank	None	None	<input type="checkbox"/>		
Cuana, Wanda	2013-09-19	1201240		Betty, Cuana	ASQ:SE-2 English 24 Month	Above	<input type="checkbox"/>		
D'Avignon, Philippe	2012-03-07	1180304		Anderson, Sam	None	None	<input type="checkbox"/>		
Dawson, Josh	2013-05-20	1251170		Child, Rita	None	None	<input type="checkbox"/>		
Eddie, Crazy	2013-09-10	1201241		Love, Jamie	ASQ:SE-2 English 36 Month	Above	<input type="checkbox"/>		
Gabriel, Peter	2016-03-01	1609557		Gabriel, Mary	ASQ:SE-2 English 12 Month	Above	<input type="checkbox"/>		
Gomez, Juan	2013-08-05	781935		blades, Tracy	ASQ:SE-2 English 24 Month	Above	<input type="checkbox"/>		

8 APPENDIX

ASQ Links, Birth to Three, and School District Contacts

School & Community ASQ Partnership Agreement

Consent for Screening, English

Consent for Screening, Spanish

Release of Information, English

Release of Information, Spanish

Invitation letters for each School District (In alphabetical order)

Results Letter, English

Results Letter, Spanish

8.1 ASQ LINKS

Birth to Three Children 0 up to 35 Months of Age	
English Link	Spanish Link
https://www.asqonline.com/family/c84b52/chain_start	https://www.asqonline.com/family/7dea9a/chain_start
Point of Contact:	Help me Grow Team Email: helpmegrow@uwde.org Phone: 211 ext. 2

School District Children 36-60 Months of Age	
Appoquinimink School District	
English Link	Spanish Link
https://www.asqonline.com/family/60e6af/chain_start	https://www.asqonline.com/family/01f752/chain_start
Point of Contact:	Kathy Gerstley & Jennifer Callaway Email: childfind@appo.k12.de.us Phone: 302-376-4404
Brandywine School District	
English Link	Spanish Link
https://www.asqonline.com/family/4e042b/chain_start	https://www.asqonline.com/family/b70f8b/chain_start
Point of Contact:	Joan McNamara Email: childfind@bsd.k12.de.us Phone: 302-479-2600
Caesar Rodney School District	
English Link	Spanish Link
https://www.asqonline.com/family/77e922/chain_start	https://www.asqonline.com/family/9abad1/chain_start
Point of Contact:	Linda Davis Email: childfind@cr.k12.de.us Phone: 302-697-2173
Cape Henlopen School District	
English Link	Spanish Link
https://www.asqonline.com/family/db127d/chain_start	https://www.asqonline.com/family/a593ec/chain_start
Point of Contact:	Susan Berry Email: childfind@cape.k12.de.us Phone: 302-645-6686
Capital School District	
English Link	Spanish Link
https://www.asqonline.com/family/15f3cc/chain_start	https://www.asqonline.com/family/3a290c/chain_start
Point of Contact:	Kelly Green & Regine Walker Email: childfind@capital.k12.de.us Phone: 302-857-4241

Christina School District	
English Link	Spanish Link
https://www.asqonline.com/family/9bec47/chain_start	https://www.asqonline.com/family/d73ba6/chain_start
Point of Contact:	Tamara Love Email: childfind@christina.k12.de.us Phone: 302-454-2047 or 302-429-4175
Colonial School District	
English Link	Spanish Link
https://www.asqonline.com/family/87b4f3/chain_start	https://www.asqonline.com/family/85e5ac/chain_start
Point of Contact:	Jennifer Vikari & Marissa Pedicone Email: childfind@colonial.k12.de.us Phone: 302-429-4088
Indian River School District	
English Link	Spanish Link
https://www.asqonline.com/family/c8d8ee/chain_start	https://www.asqonline.com/family/690106/chain_start
Point of Contact:	Audrey Carey & Noel Lehman Email: childfind@irsd.k12.de.us Phone: 302-436-1070 ext 1163 302-732-1346
Lake Forest School District	
English Link	Spanish Link
https://www.asqonline.com/family/43b5a4/chain_start	https://www.asqonline.com/family/4e17bb/chain_start
Point of Contact:	Dawn Troyer Email: childfind@lf.k12.de.us Phone: 302-284-9611 ext 123
Laurel School District	
English Link	Spanish Link
https://www.asqonline.com/family/fb9b0a/chain_start	https://www.asqonline.com/family/239eb1/chain_start
Point of Contact:	Kedra Deputy Email: childfind@laurel.k12.de.us Phone: 302-875-6105
Milford School District	
English Link	Spanish Link
https://www.asqonline.com/family/130fac/chain_start	https://www.asqonline.com/family/a2e958/chain_start
Point of Contact:	Amber Andrews Email: childfind@msd.k12.de.us Phone: 302-422-1650 ext 217 302-424-5474
Red Clay School District	
English Link	Spanish Link
https://www.asqonline.com/family/9f1da1/chain_start	https://www.asqonline.com/family/975798/chain_start
Point of Contact:	Karen Kozlowski Email: childfind@redclay.k12.de.us Phone: 302-992-5574
Seaford School District	
English Link	Spanish Link
https://www.asqonline.com/family/85334a/chain_start	https://www.asqonline.com/family/a51f9b/chain_start

Appendix

Point of Contact:	Lisa Doyle Email: childfind@seaford.k12.de.us Phone: 302-629-4587 ext. 1635	
Smyrna School District		
English Link		Spanish Link
https://www.asqonline.com/family/480053/chain_start		https://www.asqonline.com/family/ee9bbd/chain_start
Point of Contact:	Carissa Stevens Email: childfind@smyrna.k12.de.us Phone: 302-659-6287	
Woodbridge School District		
English Link		Spanish Link
https://www.asqonline.com/family/f900ff/chain_start		https://www.asqonline.com/family/03c6ea/chain_start
Point of Contact:	Adriana Ignudo Email: childfind@wsd.k12.de.us Phone: 302-337-7990 or 302-337-7998	

SCHOOL & COMMUNITY ASQ PARTNERSHIP

MEMORANDUM OF AGREEMENT

A School Business Partnership is solidified by a formal written and signed agreement called a MOA (Memorandum of Agreement) between the business or organization and the school. Although not legally binding, it is useful for clarifying the expectations of both parties and supports good communication.

The following pages are the main components of the agreement.

Suggestions: This agreement provides a sample for your district to use. Please use the fillable form and make changes as needed.

Note to Schools: If there are standard practices you do for your business partners, e.g., promote them in your newsletters, you can further personalize the MOA template to include that line automatically. Add in your complete contact information at the end to be reused every time you finalize a MOA.

Save your school's personalized template to your desktop!

DELAWARE - ASQ PARTNERSHIP

BETWEEN

[School District]
AND

[Child Care Name]

In _____ (*Month*) of 20____ (*Year*), discussions were held between

[Name, Title, and School of at least 1 Representative from School]
and

[Name, Title and Child Care from at least 1 Representative from Child Care]

From the discussions, the following was agreed:

will:

[Child Care]

Objectives:

1. Work with families to complete the ASQ-3 and ASQ:SE-2 developmental screenings
2. Assure all screenings are entered online to the school district ASQ portal
3. Educate families regarding the importance of developmental screening

Refer to system as the “ASQ Partnership”

Other programs may be introduced as the needs of the school are identified and the capabilities of the business are matched.

will:

[School District]

Objectives:

1. Review ASQ-3 and ASQ:SE-2 developmental screenings
2. Share results of screening, developmentally appropriate activities, and developmental milestone information to families
3. Work with families to make appropriate referrals
4. Place developmental screenings into the child care provider classroom

Refer to system as the “ASQ Partnership”

Other programs may be introduced as the needs of the school are identified and the capabilities of the business are matched.

The ASQ Partnership will:

1. Improve follow up based on developmental screening
2. Assist in tracking referrals based on developmental screening
3. Increase communication and collaboration between school districts and early learning programs

School District Partner Information:

[Name of Coordinator, Principal or Responsible Party] [Date]

[Title] [School District]

[School Mailing Address]

[Phone] [Email]

Child Care Partner Information:

[Name of Director, Administrator, or Responsible Party] [Date]

[Title] [Child Care Name]

[Child Care Mailing Address]

[Phone] [Email]

Parent Consent to Screen

Ages & Stages Questionnaires – ASQ-3/ASQ:SE-2

The first 5 years of life are very important for your children because this time sets the stage for success in school and later in life. During infancy and early childhood, your child will have many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period.

As part of consenting to do the ASQ screenings, I understand that screening information entered online will be shared with the Delaware Department of Education, Office of Early Learning, the Delaware Department of Public Health and Delaware Health and Social Services to determine overall developmental trends that will help with budget and resource decisions. Screening results will also be shared with your childcare provider, because they must keep track of completed developmental screenings (required by Delaware STARS) and your district of residence if there is a concern.

Please review the options listed below and place a check mark next to the one you choose for the screening program.

☐ I have read the information about the ASQ-3 and ASQ:SE-2, and I wish to have my child participate in the screening program. I will fill out the questionnaire about my child's development and promptly return the completed questionnaires.

☐ I have read the information about the ASQ-3 and ASQ:SE-2 and wish to have my child's teacher complete the questionnaires.

☐ I do not wish to participate. I have read the information about the ASQ-3 and ASQ: SE-2 and understand the purpose of this program.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Consentimiento de los Padres para la detección

Cuestionarios de edades y etapas ASQ-3 / ASQ:SE-2

Los primeros 5 años de vida son muy importantes para sus hijos porque esta vez sienta las bases para el éxito en la escuela y más adelante en la vida. Durante la infancia y la primera infancia, su hijo tendrá muchas experiencias y aprenderá muchas habilidades. Es importante asegurarse de que el desarrollo de cada niño continúe bien durante este período.

Como parte del consentimiento para realizar la evaluación de la ASQ, entiendo que la información de cribado introducida en línea se compartirá con el Departamento de Educación de Delaware, la Oficina de Aprendizaje Temprano, el Departamento de Salud Pública de los Estados Unidos de Delaware, y para determinar generalmente tendencias de desarrollo que ayudarán con las decisiones presupuestarias y de recursos. Los resultados de la detección también se compartirán con su proveedor de cuidado infantil, ya que deben realizar un seguimiento de las pruebas de detección de desarrollo completadas (requeridas por los STARS sin embargo) y su distrito de origen si hay una preocupación.

Revise las opciones que se enumeran a continuación y coloque una marca de verificación junto a la que elija para el programa de selección.

☐ He leído la información sobre el ASQ-3 y ASQ:SE-2, y deseo que mi hijo participe en el programa de detección. Llenaré el cuestionario sobre el desarrollo de mi hijo y devolveré rápidamente los cuestionarios completados.

☐ He leído la información sobre el ASQ-3 y ASQ:SE-2, y deseo que el maestro de mi hijo complete los cuestionarios.

☐ No deseo participar. He leído la información sobre el ASQ-3 y ASQ: SE-2 y entiendo el propósito de este programa.

El Nombre del niño: _____

Nombre del padre/tutor: _____

Firma impresa del padre/tutor: _____ Fecha: _____

Release of Information

I, _____ give permission for information to be shared about my child between the child care and Birth to Three or School District.

Child Information	
Name:	DOB:
<input type="checkbox"/> I give permission for the child care noted below to communicate with the individuals and agencies below.	

Child Care Information	
Name:	Contact Person:
Phone Number:	Email:

Please Check Child's Age Group:

- ☐ Birth to Three Program (Children under 35 months of age)
- ☐ (Children above 35 months of age insert district)

Information to be shared:

- ☐ Discuss follow up to ASQ screening
- ☐ Developmental Testing
- ☐ Individual Family Service Plan (IFSP)
- ☐ Individual Education Plan (IEP)

I give consent to share the information noted above.	
Parent Signature:	Date:
Printed Name:	

Liberación de Información

Yo, _____, doy permiso para que se comparta información sobre mi hijo entre el cuidado de niños y el distrito de Birth to Three o escuela.

Información del niño	
Nombre:	Fecha de nacimiento:
<input type="checkbox"/> Doy permiso para que el cuidado de niños mencionado a continuación se comuniquen con las personas y agencias a continuación.	

Información de cuidado infantil	
Nombre:	Persona de contacto:
Número de teléfono:	Email:

Por favor marque el grupo de edad del niño:

- ☐ Programa Birth to Three (Niños menores de 35 meses)
- ☐ (Niños mayores de 35 meses de edad insertan distrito)

Información a compartir:

- ☐ Discutir el seguimiento del examen ASQ
- ☐ Pruebas de desarrollo
- ☐ Plan de servicio familiar individual (IFSP)
- ☐ Plan de educación individual (IEP)

Doy mi consentimiento para compartir la información mencionada anteriormente.	
Firma de los padres:	Fecha:
Nombre impreso:	

Appoquinimink School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Appoquinimink School District Links (children 3-5)

English: https://www.asqonline.com/family/60e6af/chain_start

Spanish: https://www.asqonline.com/family/01f752/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Brandywine School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Brandywine School District Links (children 3-5)

English: https://www.asqonline.com/family/4e042b/chain_start

Spanish: https://www.asqonline.com/family/b70f8b/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Caesar Rodney School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Caesar Rodney School District Links (children 3-5)

English: https://www.asqonline.com/family/77e922/chain_start

Spanish: https://www.asqonline.com/family/9abad1/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Cape Henlopen School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Cape Henlopen School District Links (children 3-5)

English: https://www.asqonline.com/family/db127d/chain_start

Spanish: https://www.asqonline.com/family/a593ec/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Capital School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Capital School District Links (children 3-5)

English: https://www.asqonline.com/family/15f3cc/chain_start

Spanish: https://www.asqonline.com/family/3a290c/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Christina School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Christina School District Links (children 3-5)

English: https://www.asqonline.com/family/9bec47/chain_start

Spanish: https://www.asqonline.com/family/d73ba6/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Colonial School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Colonial School District Links (children 3-5)

English: <https://www.asqonline.com/family/87b4f3>

Spanish: <https://www.asqonline.com/family/85e5ac>

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: <https://www.asqonline.com/family/c84b52>

Spanish: <https://www.asqonline.com/family/7dea9a>

Indian River School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Indian River School District Links (children 3-5)

English: https://www.asqonline.com/family/c8d8ee/chain_start

Spanish: https://www.asqonline.com/family/690106/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Lake Forest School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Lake Forest School District Links (children 3-5)

English: https://www.asqonline.com/family/43b5a4/chain_start

Spanish: https://www.asqonline.com/family/4e17bb/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Laurel School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Laurel School District Links (children 3-5)

English: https://www.asqonline.com/family/fb9b0a/chain_start

Spanish: https://www.asqonline.com/family/239eb1/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Milford School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Milford School District Links (children 3-5)

English: https://www.asqonline.com/family/130fac/chain_start

Spanish: https://www.asqonline.com/family/a2e958/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Red Clay School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Red Clay School District Links (children 3-5)

English: https://www.asqonline.com/family/9f1da1/chain_start

Spanish: https://www.asqonline.com/family/975798/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Seaford School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
 - **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.
- *Information will only be shared with other agencies with your written consent.***

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Seaford School District Links (children 3-5)

English: https://www.asqonline.com/family/85334a/chain_start

Spanish: https://www.asqonline.com/family/a51f9b/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Smyrna School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Smyrna School District Links (children 3-5)

English: https://www.asqonline.com/family/480053/chain_start

Spanish: https://www.asqonline.com/family/ee9bbd/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Woodbridge School District Invitation Letter Children Ages 36 Months to 60 Months

Dear Families,

Welcome to our screening and monitoring program. The first 5 years of your child's life are important, and we want to help provide the best start for your child. As part of this service, we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and the Ages & Stages: Social Emotional 2 (ASQ:SE-2) to help you keep track of your child's development. Developmental screening is just as important as vision and hearing screenings. The earlier delays are identified, the earlier they can be addressed before they grow larger.

The questionnaire will be provided at least one time per year. **You will be asked to answer questions about what your child can and cannot do.** *This will include questions about your child's communication, gross motor, fine motor, problem solving, personal-social skills, and interactions with adults and children.*

Developmental Screening Results:

- **Results show no concern:** If the questionnaire shows that your child is developing *without concerns*, we will provide some ideas about how to encourage your child's development and provide the next questionnaire at the appropriate time.
- **Results showing concern:** If the questionnaire *shows some possible concerns*, you will be contacted about getting a more involved evaluation for your child.

Information will only be shared with other agencies with your written consent.

We look forward to your participation in our program!

When completing your child's profile, please answer the question,
"Where does your child attend preschool?" by noting

Please complete screening by

Please click the appropriate link below to complete the ASQ-3 and ASQ:SE-2 questionnaires.

Children 36 Months to 60 months:

Woodbridge School District Links (children 3-5)

English: https://www.asqonline.com/family/f900ff/chain_start

Spanish: https://www.asqonline.com/family/03c6ea/chain_start

Note: Our district also collaborates with the Birth to Three Early Intervention program so parents of infants and toddlers in our district can screen their child using the link below.

Children birth to 35 months of age:

English: https://www.asqonline.com/family/c84b52/chain_start

Spanish: https://www.asqonline.com/family/7dea9a/chain_start

Email to Family: Screenings on Target

Subject: ASQ Developmental Screening Information

Body: Thank you for completing the Ages and Stages Questionnaires (ASQ) for your child. According to the screening results, your child's skills are age appropriate.

Attached you will find:

1. ASQ Developmental Screening scores
2. Recommendation based on those scores
3. Developmental Milestone Packet
4. Activities for Home Packet

If you have questions, please contact your Child Find Coordinator,

at:

Skill Area	Based on your answers, your child's skill are on target	Based on your answers your child's skills in this area should be monitored and reinforced.	Based on your answers, further assessment may be needed
ASQ Communication			
ASQ Gross Motor			
ASQ Fine Motor			
ASQ Problem Solving			
ASQ Personal Social			
ASQ:SE-2 Social Emotional			

Based on your child's scores above, please see the recommendations below.

	No additional action by parent is needed. Use attached packet to as guide to further support you child	Implement the attached "Activities for Children" based on your child's age. Continue to monitor your child's skills. If you continue to have concerns, contact your Child Find Coordinator	Talk to your pediatrician	Some scores might warrant further educational evaluation for early intervention services or special education services. Contact your Child Find Coordinator
Recommendations				

Sincerely,

Email to Family: Screenings in Monitoring Range

Subject: ASQ Developmental Screening Information

Body: Thank you for completing the Ages and Stages Questionnaires (ASQ) for your child.

Attached you will find:

1. ASQ Developmental Screening scores
2. Recommendation based on those scores
3. A Developmental Milestone Packet
4. Activities for Home Packet

If your child had *difficulty in the communication skills area* and you have questions regarding your child's development, please contact your Child Find Coordinator . at
Choose an item.

If there were *concerns in other areas* of development, please contact you pediatrician.

Skill Area	Based on your answers, your child's skill are on target	Based on your answers your child's skills in this area should be monitored and reinforced.	Based on your answers, further assessment may be needed
ASQ Communication			
ASQ Gross Motor			
ASQ Fine Motor			
ASQ Problem Solving			
ASQ Personal Social			
ASQ:SE-2 Social Emotional			

Based on your child's scores above, please see the recommendations below.

	No additional action by parent is needed. Use attached packet to as guide to further support you child	Implement the attached "Activities for Children" based on your child's age. Continue to monitor your child's skills. If you continue to have concerns, contact your Child Find Coordinator	Talk to your pediatrician	Some scores might warrant further educational evaluation for early intervention services or special education services. Contact your Child Find Coordinator
Recommendations				

Sincerely,

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Email to Family: Screenings Indicate Referral

Subject: ASQ Developmental Screening Information

Body: Thank you for completing the Ages and Stages Questionnaires (ASQ) for your child.
Attached you will find:

1. ASQ Developmental Screening scores
2. Recommendation based on those scores
3. Developmental Milestone Packet
4. Activities for Home Packet

Please contact your Child Find Coordinator, at:
with questions to discuss further evaluations.

Skill Area	Based on your answers, your child's skill are on target	Based on your answers your child's skills in this area should be monitored and reinforced.	Based on your answers, further assessment may be needed
ASQ Communication			
ASQ Gross Motor			
ASQ Fine Motor			
ASQ Problem Solving			
ASQ Personal Social			
ASQ:SE-2 Social Emotional			

Based on your child's scores above, please see the recommendations below.

	No additional action by parent is needed. Use attached packet to as guide to further support you child	Implement the attached "Activities for Children" based on your child's age. Continue to monitor your child's skills. If you continue to have concerns, contact your Child Find Coordinator	Talk to you pediatrician	Some scores might warrant further educational evaluation for early intervention services or special education services. Contact your Child Find Coordinator
Recommendations				

Sincerely,

Email to Family: Screenings On Target- Spanish

Subject: ASQ Developmental Screening Information

Body:

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Según obtuvieron los resultados de la evaluación, las habilidades de su hijo son apropiadas para su edad. Adjunto encontrará los puntajes y la recomendación de la Evaluación del desarrollo ASQ basados en esos puntajes, un Paquete de hitos del desarrollo y el Paquete de actividades para el hogar. Si tiene preguntas, comuníquese con su Coordinador de Child Find, at

Área de habilidad	Según sus respuestas, las habilidades de su hijo están en el objetivo	Según sus respuestas, las habilidades de su hijo en esta área deben ser monitoreadas y reforzadas.	Según sus respuestas, es posible que se necesite una evaluación adicional
ASQ Comunicación			
ASQ habilidades motoras gruesas			
ASQ las habilidades motoras finas			
ASQ habilidades para resolver problemas			
ASQ Habilidades sociales personales			
ASQ:SE:2 desarrollo social emocional			

Según los puntajes anteriores de su hijo, consulte las recomendaciones a continuación.

	No se necesita ninguna acción adicional por parte de los padres. Use el paquete adjunto como guía para seguir apoyando a su hijo	Implemente las "Actividades para niños" adjuntas según la edad de su hijo. Continúe monitoreando las habilidades de su hijo. Si continúa teniendo dudas, comuníquese con su Coordinador de Child Find	Habla con tu pediatra	Algunos puntajes pueden justificar una evaluación educativa adicional para servicios de intervención temprana o servicios de educación especial. Contacte a su coordinador de búsqueda de niños
Recomendaciones				

Sinceramente,

Email to Family: Screenings in Monitoring Range

Subject: Información de evaluación del desarrollo ASQ

Body:

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Adjunto encontrará los puntajes de ASQ Developmental Screening y las recomendaciones basadas en esos puntajes, también se incluye un Paquete de Desarrollo de Hitos y un Paquete de Actividades para el Hogar. Si su hijo tuvo dificultades en el área de habilidades de comunicación y tiene preguntas sobre el desarrollo de su hijo, comuníquese con su Coordinador de búsqueda de niños _____ at

Si hubo inquietudes en otras áreas de desarrollo, comuníquese con su pediatra.

Área de habilidad	Según sus respuestas, las habilidades de su hijo están en el objetivo	Según sus respuestas, las habilidades de su hijo en esta área deben ser monitoreadas y reforzadas.	Según sus respuestas, es posible que se necesite una evaluación adicional
ASQ Comunicación			
ASQ habilidades motoras gruesas			
ASQ las habilidades motoras finas			
ASQ habilidades para resolver problemas			
ASQ Habilidades sociales personales			
ASQ:SE:2 desarrollo social emocional			

Según los puntajes anteriores de su hijo, consulte las recomendaciones a continuación.

	No se necesita ninguna acción adicional por parte de los padres. Use el paquete adjunto como guía para seguir apoyando a su hijo	Implemente las "Actividades para niños" adjuntas según la edad de su hijo. Continúe monitoreando las habilidades de su hijo. Si continúa teniendo dudas, comuníquese con su Coordinador de Child Find	Habla con tu pediatra	Algunos puntajes pueden justificar una evaluación educativa adicional para servicios de intervención temprana o servicios de educación especial. Contacte a su coordinador de búsqueda de niños
Recomendaciones				

Sinceramente,

Email to Family: Screenings Indicate Referral

Subject: ASQ Developmental Screening Information

Body:

Gracias por completar los cuestionarios de edades y etapas (ASQ) para su hijo. Adjunto encontrará los puntajes de ASQ Developmental Screening y las recomendaciones basadas en esos puntajes, también se incluye un Paquete de Desarrollo de Hitos y un Paquete de Actividades para el Hogar. Comuníquese con su Coordinador de Búsqueda de Niños _____ al Choose an item. con preguntas o para discutir una evaluación adicional.

Área de habilidad	Según sus respuestas, las habilidades de su hijo están en el objetivo	Según sus respuestas, las habilidades de su hijo en esta área deben ser monitoreadas y reforzadas.	Según sus respuestas, es posible que se necesite una evaluación adicional
ASQ Comunicación			
ASQ habilidades motoras gruesas			
ASQ las habilidades motoras finas			
ASQ habilidades para resolver problemas			
ASQ Habilidades sociales personales			
ASQ:SE:2 desarrollo social emocional			

Según los puntajes anteriores de su hijo, consulte las recomendaciones a continuación.

	No se necesita ninguna acción adicional por parte de los padres. Use el paquete adjunto como guía para seguir apoyando a su hijo	Implemente las "Actividades para niños" adjuntas según la edad de su hijo. Continúe monitoreando las habilidades de su hijo. Si continúa teniendo dudas, comuníquese con su Coordinador de Child Find	Habla con tu pediatra	Algunos puntajes pueden justificar una evaluación educativa adicional para servicios de intervención temprana o servicios de educación especial. Contacte a su coordinador de búsqueda de niños
Recomendaciones				

Sinceramente,