

# Kindergarten Universal Dyslexia Screening

Step-by Step Instructions



April 24, 2024

# Getting Started - Key Points

- [ACT 266](#) requires dyslexia screening for **ALL** kindergarten students during the second half of the school year.
- The statute only requires a **universal kindergarten** screening; however students in other grades should be screened upon request or when deemed appropriate.
- **Parents** must be **notified within 30 days** of at-risk screening results.
- Data will **not be reported** automatically from Review360<sup>®</sup> or Pearson.
- The Department will **not be collecting results** from the screener for spring 2024.
- Screening should take **1-5 minutes per student** and should be **completed** by the **teacher** who most closely works with the student academically.
- Systems should submit a **data sharing agreement**.
- Please direct all questions regarding setup to [review360support@pearson.com](mailto:review360support@pearson.com).



# Steps for Assigning Access to Review360®

1

## PEARSON

- Creates a **district administrator** account for each **special education director**
- An email will be sent to the **district administrator** with access information

2

## SPECIAL EDUCATION DIRECTOR

- Creates a **school administrator** account for each **school administrator**
- An email will be sent from Review360 to the **school administrator** with access information

3

## SCHOOL ADMINISTRATOR

- Creates a **teacher** user account for each **kindergarten teacher** within the school
- An email will be sent from Review360 to the **teacher** with access information

4

## KINDERGARTEN TEACHER

- Creates class roster by searching by student ID from the preloaded **students**
- Completes screener for each **student** in the class

Please contact [review360support@pearson.com](mailto:review360support@pearson.com) with additional help questions.



# Directions for Special Education Directors

Step-by Step Instructions

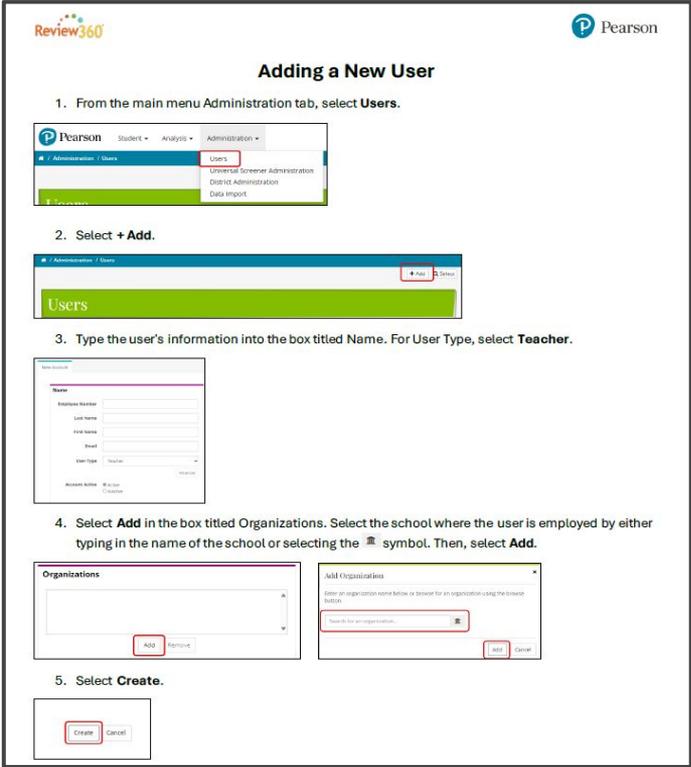


# Special Education Director Steps

For each school administrator in the district/system, complete the following steps:

1. From the main menu Administration tab, select **Users**.
2. Select **+ Add**.
3. Type the user's information into the box titled Name. For user type, select **School Administrator**.
4. Select **Add** in the box titled Organization. Select the school(s) where the School Administrator is employed by either typing in the name of the school or selecting the symbol . Then, select **Add**.
5. Select **Create**.

**Note:** When special education directors are creating school-level accounts, particular care should be taken to select the school(s) to which the school administrator should be associated.



**Adding a New User**

1. From the main menu Administration tab, select **Users**.
2. Select **+ Add**.
3. Type the user's information into the box titled Name. For User Type, select **Teacher**.
4. Select **Add** in the box titled Organizations. Select the school where the user is employed by either typing in the name of the school or selecting the  symbol. Then, select **Add**.
5. Select **Create**.



# Directions for School Administrators

Step-by Step Instructions



# School Administrator Steps

3

New Account

Name

Employee Number

Last Name

First Name

Email

User Type

Account Active  Active  Inactive

Advanced

For each kindergarten teacher in the school, complete the following steps:

- When the school administrator is ready to create accounts for teachers, they would select **Teacher** in Step 3.
- The school administrator will then select the school to which the teacher is associated in Step 4. This would be done by either typing in the name of the school or selecting the symbol . Then select **Add**.

4

Organizations

Add Remove

Add Organization

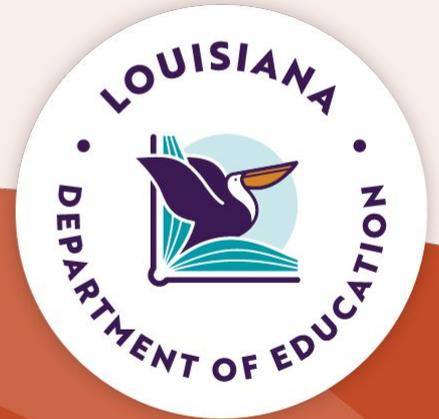
Enter an organization name below or browse for an organization using the browse button.

Search for an organization... 

Add Cancel

# Directions for Teachers

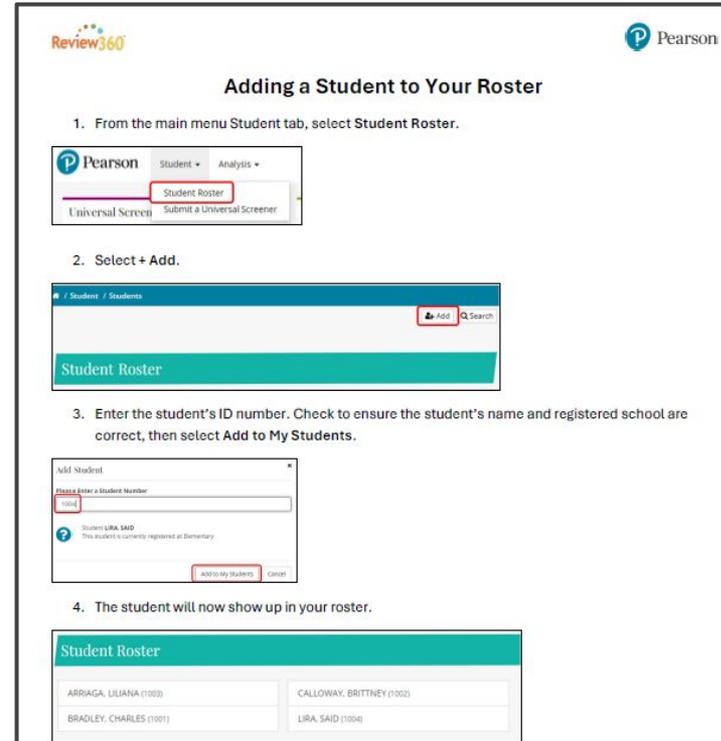
Step-by Step Instructions



# Teacher Steps - Option 1 - Adding a Student to Your Roster

For each actively enrolled kindergarten student in the class, complete the following steps:

1. From the main menu Student tab, select **Student Roster**.
2. Select **+ Add**.
3. Enter the student's ID number. Check to ensure the student's name and registered school are correct, then select **Add to My Students**.
4. The student will now show up in your roster.



The screenshot displays the Review360 interface for adding a student to a roster. It includes the Pearson logo and the title "Adding a Student to Your Roster".

1. From the main menu Student tab, select Student Roster.

2. Select + Add.

3. Enter the student's ID number. Check to ensure the student's name and registered school are correct, then select Add to My Students.

4. The student will now show up in your roster.

The interface shows a "Student Roster" table with the following data:

Student Roster	
ARRIAGA, LILIANA (1002)	ALLOWAY, BRITTNEY (1002)
BRADLEY, CHARLES (1001)	LIRA, SAID (1004)

# Teacher Steps- Option 2 - Screening Students Without a Roster

**Review360** Pearson

## Screening Students Without a Roster

- From the main menu Student tab, select **Submit a Universal Screener**.

- Open screener(s) will appear. Since no students are assigned to the teacher's roster, under the name of the screening session will say **No students were selected for screening**, as shown in the yellow highlighted area below. Select **Screen additional students**.

- Select **Add Student**. A white text box will appear that says Search for a student.... Begin typing the last name of the student, and then select the student's name from the dropdown once it appears.

### Select Students

Select the students that should be included in this screener.

Students' registration information must meet the following school and grade requirements in order to qualify for **Shaywitz DyslexiaScreen™**

School: Elementary  
Grade: K

Clear All  
Select All  
Add Student...

Search for a student.

- From the main menu Student tab, select **Submit a Universal Screener**.
- Open screener(s) will appear. Since no students are assigned to the teacher's roster, under the name of the screening session will say **No students were selected for screening**. As shown in the yellow highlighted area. Select **Screen additional students**.
- Select **Add Student**. A white text box will appear that says Search for a student.... Begin typing the last name of the student, and then select the student's name from the dropdown once it appears.

- Repeat Step 3 to add all students the teacher is responsible for screening. The student names will appear to the left with a checked box indicating they will be screened.

### Select Students

Select the students that should be included in this screener.

Students' registration information must meet the following school and grade requirements in order to qualify for **Shaywitz DyslexiaScreen™**

School: Elementary  
Grade: K

Clear All  
Select All  
Add Student...

Next

- Select **Next** to begin screening the students on the list.

- Repeat Step 3 to add all students the teacher is responsible for screening. The student names will appear to the left w/a checked box indicating they will be screened.
- Select **Next** to begin screening the students on the list.



# Data Sharing Agreement

Step-by Step Instructions



# Data Sharing Agreement

The LDOE has executed a statewide data sharing agreement on behalf of school systems to utilize services with Pearson. This agreement, by way of addenda, allows **individual school systems to opt in**, so that they may also receive the services provided and protect the privacy of their students.

Please note, this data sharing agreement does not take the place of a school systems' individual contracted services directly established with Pearson. This agreement allows school systems to share data with Pearson and for Pearson to share non-student personally identifiable information with the LDOE.

[Pearson - Dyslexia Screener Data Sharing Agreement](#)

[Pearson - Dyslexia Screener LEA Opt In Addendum](#) – **Should be signed** by the **school system superintendent** and **submitted to the LDOE** either by uploading the signed agreement to this [JotForm link](#) or by emailing the signed agreement to [LDEdata@la.gov](mailto:LDEdata@la.gov).



# Resources

[Training video](#) - All kindergarten teachers are to view the training

To access [video](#) follow these steps:

- Enter common password: tr@ining\$360
- Complete the guest book by entering first name, last name, email address and district
- Check the “Remember me” check box to automatically complete the guest book upon subsequent visits

[FAQ Act 266 Kindergarten Dyslexia Screening](#)

[Act 266, 2023](#)

