



**Department:** Education  
**Effective Date:** January 22, 2020

## ASQ and ASQ:SE

**Purpose:** To obtain a comprehensive view of a child's educational and developmental growth, screening assessments are completed and scored within the first 45 days of enrollment and annually thereafter for children up to 60 months of age.

### Procedure:

Screening Assessment	Developmental Domains Addressed	Timeline
Ages and Stages Questionnaire (ASQ 3)	Communication; Gross Motor; Fine Motor; Problem-Solving; Personal Social	Must be administered within 45 days after enrollment and then at each classroom transition or at least once a year (preferably around a child's birth date).
Ages and Stages Questionnaire: Social Emotional (ASQ-SE)	Self-Regulation; Compliance; Communication; Adaptive Functioning; Autonomy	Must be administered within 45 days after enrollment and then at each classroom transition or at least once a year (preferably around a child's birth date).

1. Use the ASQ calculator to determine the child's adjusted age (<http://asqagecalculator.com>).
2. Using the *Choosing the Correct Questionnaire* document determine the correct questionnaire.
3. The teacher should complete the demographic information.
4. The screening should be administered in the child's natural environment.
5. Teacher should complete each question trying not to leave any blanks. Ask the parent(s) for input as needed.
6. The teacher gives the questionnaire to the Education Director to be scored and summary sheet completed.
7. The Education Director and/or teacher should share the results with the parent within a week of scoring and make any needed referrals (see referral process).
8. All documentation should be placed in the child's portfolio.
10. Education Director should check the child's portfolios at least once per month to ensure each individual child is up to date on developmental screenings according to the prescribed timeline.

**Teachers trained on ASQ-3 :** \_\_\_\_\_

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**Teachers trained on ASQ-SE :** \_\_\_\_\_

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