

Pre-K Screening Timeline

Date	Expectation
Summer	<p>Order screening materials.</p> <p>Complete screening training on WeTeachNYC.org</p>
First Day of School Year	<p>Send the Introduction to Developmental Screening letter to families</p> <p>Begin screening enrolled children.</p>
45 Calendar Days from Enrollment	All children must be screened within 45 calendar days of enrollment.
21 Calendar Days from Screening	Screening outcomes are to be submitted via Payroll/Vendor Portal within 21 days of each child's screen.
Between 8– 10 weeks from Screening (56 and 70 Calendar Days)	All children who were screened and whose outcomes indicate a rescreening must be rescreened in this two-week period.
After December 1	<p>All children enrolled after December 1st must be screened within 15 calendar days of enrollment.</p> <p>Screening outcomes for these children must be submitted within 21 calendar days of screening.</p> <p>Rescreening for these children must occur 8 to 10 weeks from the initial screen.</p>