

## TEACHER CHECKLIST/MENTAL HEALTH FORM BY CHILD

Purpose: Timely screening and referrals for all children.

This form will be used by teachers for tracking, screening results and additional classroom information.

It will also be used for data entry for ChildPlus.

### Completion of Forms:

Write in the proper space, the following:

1. Child's name.
- 2 Enrollment Date
3. Forty-Five day deadline

Enter additional information when screenings and other tasks are completed. A blank space usually indicates a task to be completed.

Center Leader **must** check and initial the checklist each month. Look for the following:

1. Newly enrolled children have been added.
2. Forty-five day deadlines are being followed. Note those that are upcoming and mark on a calender.
3. Completion of each child's screenings and other events noted on the checklist.
4. All additional classroom information.

Page TWO should be completed as needed for additional mental health or behavioral concerns. It does not have to be attached each month unless there is information on it.

Please do not attach DECA Classroom Profile. It is meaningless, unless it is in color.