



Nova Scotia Public Education System

Universal Screening and Intervention

User Guide

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1 OVERVIEW

The **Universal Screening** record form is a required digital record for all students in grades Primary, 1, and 2. It is used to record each student's Reading Composite Score at the Beginning, Middle, and End of Year benchmark assessment periods.

This form ensures consistent, accurate tracking of Acadience reading assessments across schools and grade levels. Each student should have one form completed per academic year.

Important:

- **Screening, unless exempt, is mandatory for all students in grades Primary, 1, and 2.**
- **In grade Primary, screening begins only at the Middle of Year window. There is no Beginning of Year screening for Grade Primary students.**
- **In grades 1 and 2, screening begins at the Beginning of Year with a second assessment recorded in Middle of Year.**

All fields in the form are optional to allow teachers to update data throughout the school year as results become available.

2 ACCESSING THE UNIVERSAL SCREENING RECORD FOR AN INDIVIDUAL STUDENT

1. Log into **PowerSchool Admin** using your login credentials.
2. Search to find and select a student (see [Searching for Students in PowerSchool](#) for additional information).
3. Under the **Academic Records** menu, click on **Universal Screening**.
4. Add the required data into the **Universal Screening – New Student Record** following the guidelines provided below.

The screenshot shows the 'Universal Screening - New Student Record' form. The top header includes the user's name 'Hitt, Dorothy (27/58)', student number '3500232990', grade '1', and school 'Blue River Elementary School'. The form is divided into four main sections:

- Screening Eligibility:** A question 'Is the student exempt from screening?' with radio buttons for 'Yes' and 'No' (selected).
- Screening Window - Beginning of Year:** Fields for 'Assessment Date' (MM/DD/YYYY) and 'Benchmark Status' (Choose...).
- Screening Window - Middle of Year:** A question 'Did the student receive intervention during the previous screening window?' with radio buttons for 'Yes' and 'No' (selected), followed by 'Assessment Date' and 'Benchmark Status' fields.
- Screening Window - End of Year:** A note 'Note: Required for grade primary students; optional for grade 1 and grade 2 students.', followed by a question 'Did the student receive intervention during the previous screening window?' with radio buttons for 'Yes' and 'No' (selected), and 'Assessment Date' and 'Benchmark Status' fields.

The form is divided into four main sections:

1. Screening Eligibility

Screening Eligibility

Is the student exempt from screening? ☐ Yes ☒ No

- **Question:** *Is the student exempt from screening?*
 - Select **Yes** if the student is exempt (e.g., deaf, learning to read is not a goal at this time). See Acadience manual for exemption qualifications.
 - Selecting **Yes** will hide the rest of the form, since no further information is required.
 - Select **No** if the student is participating in screening.

2. Screening Window – Beginning of Year

Screening Window - Beginning of Year

Assessment Date

MM/DD/YYYY

Benchmark Status

Above Benchmark

This section is used to record the Reading Composition Score from screening information for grade 1 and 2 students. (In grade Primary, screening begins only at the Middle of Year window).

Fields:

- **Assessment Date:** Date of the beginning-of-year assessment.
- **Benchmark Status:** Select one of the following:
 - *Well below Benchmark*
 - *Below Benchmark*
 - *At Benchmark*
 - *Above Benchmark*

3. Screening Window – Middle of Year

Screening Window - Middle of Year

Did the student receive intervention during the previous screening window?

☐ Yes
 ☒ No

Assessment Date

MM/DD/YYYY

Benchmark Status

Choose...

Use this section to record mid-year screening and intervention details.

- **Question:** *Did the student receive intervention during the previous screening window?*
 - Selecting **Yes** opens additional fields.
 - Selecting **No** hides them.

If selecting **Yes**, complete the following:

- **Status at the end of intervention:** Choose the status from the dropdown list.
- **Date Support Started / Ended:** Record the time period of the intervention.
- **Number of Blocks Received:** Choose 1, 2, or 3.
- **Number of Hours Completed:** Enter the total instructional hours (numeric values only).

Other Fields:

- **Assessment Date:** Date of the mid-year screening.
- **Benchmark Status:** Select the appropriate level.

4. Screening Window – End of Year

Screening Window - End of Year

Note: Required for grade primary students, optional for grade 1 and grade 2 students.

Did the student receive intervention during the previous screening window? ☐ Yes ☒ No

Assessment Date 

Benchmark Status

This section summarizes final screening for the academic year.

Note: Required for grade Primary students, optional for grade 1 and 2 students.

Fields:

- **Did the student receive intervention during the previous screening window?**
 - Selecting **Yes** reveals the intervention fields (same structure as the mid-year section).
- **Status at the end of intervention:** Select the final intervention status.
- **Date Support Started / Ended:** Record applicable dates.
- **Number of Blocks Received:** Choose 1, 2, or 3.
- **Number of Hours Completed:** Enter the total instructional hours.
- **Assessment Date:** Date of the end-of-year screening.
- **Benchmark Status:** Select the appropriate level.

5. Click **Submit** to save changes or updates.