

How to Complete the First Contact Survey

1. Find the student you want to complete the survey for on your roster (SCREENING dashboard).
2. Click on the Actions menu corresponding to the student.
3. Select Edit First Contact Survey.

SCREENING

Fall Reporting starts on 09/20/2021
Will start in 3 days

Actions

School Year: 2021-2022 Building: All

AEA: All Screening: Select Submit

All Status: All Reset Filters

Search:

STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
999999999	Add Student		Test School	Not Started	Not Started	Not Started	Not Started
888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started

Actions menu for the first student:

- Actions
- Edit Profile
- Edit First Contact Survey
- Submit Screening Scores
- View Screening Report
- Monitor Progress
- Remove

4. Complete the First Contact Survey.
5. Click Submit.

Iowa K-6 Early Literacy Alternate Assessment Teacher Signed in as Test Account

Navigation

Go to Dashboard

Actions

STUDENT

Add Student

Add Student2

Add Student2

Student State ID: 888888888
AEA: Test AEA
District: Test District
School: Test School
Grade: 6th
School Year: 2021

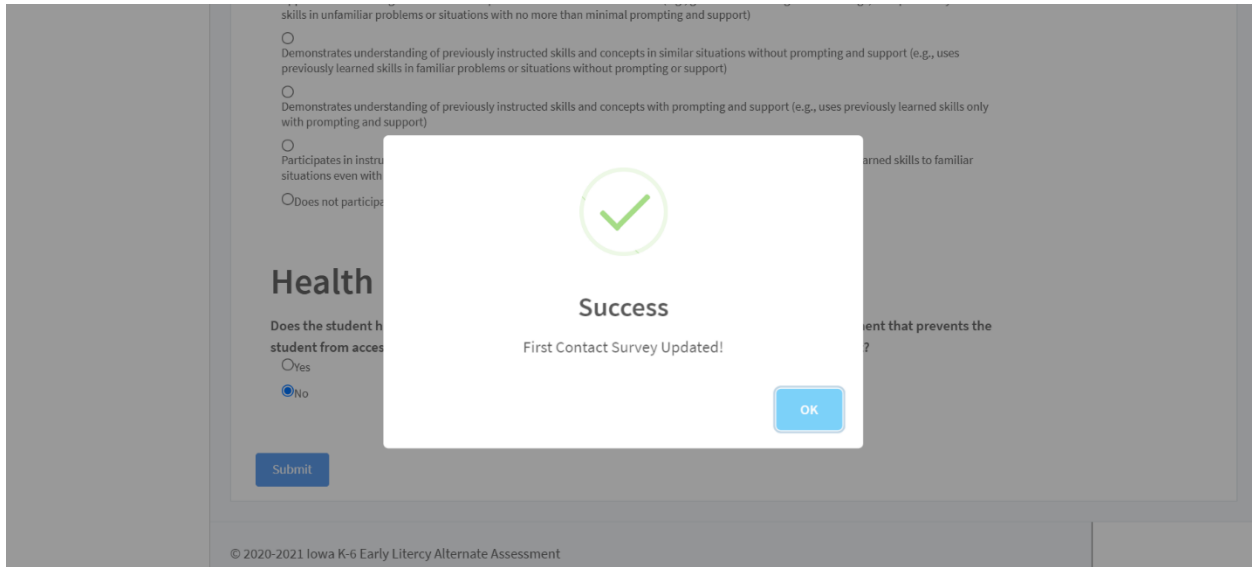
Student Profile | First Contact Survey | Assessments | Report

First Contact Survey

Classroom setting: Choose the option that best describes the student's class placement

- Regular Class: includes students who receive the majority of their education program in a regular classroom and receive special education and related services outside the regular classroom for less than 21 percent of the school day
- Resource Room: includes students who receive special education and related services outside of the regular classroom for at least 21 percent but no more than 60 percent of the school day
- Separate Class: includes students who receive special education and related services outside the regular class for more than 60 percent of the school day
-

- If the data is submitted successfully, you will see the message below.
- Click OK to close the message.



- Click Go to Dashboard or the global Actions menu and select Screening.
- Verify that the First Contact Survey status show Completed.

SCREENING

Fall Reporting starts on 09/20/2021

Will start in 3 days

Actions ▾

School Year: 2021-2022 ▾ Building: All ▾

AEA: All ▾ Screening: Select ▾ [Submit](#)

District: All ▾ Status: All ▾ [Reset Filters](#)

Search:

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions ▾	999999999	Add Student		Test School	Completed	Not Started	Not Started	Not Started
Actions ▾	888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started