





## ADMINISTRATION INSTRUCTIONS OVERVIEW

(See ESSP Administration Manual for details on each step.)

*Use as many copies of the Master List template as necessary. If one Master List will be prepared for each classroom, write the teacher's name and ID once and list only students in his/her classroom. If the Master List will contain children from multiple classrooms, write the appropriate teacher name and ID for each student.*

- Step 1: Write the name of each student identified to take the ESSP (See manual, Page 10).**
- Step 2: Assign each student an ESSP ID number (See manual, Page 11).**
- Step 3: Write the last name of each child's teacher and assign a Teacher ID number to each teacher (See manual, Page 11).**
- Step 4: Send packets with Parent/Child Consent Forms and Parent Forms to parents/guardians (See manual, Page 11).**
- Step 5: Confirm receipt of signed consent forms from parents/guardians and store forms (See manual, Page 12).**
- Step 6: Receive and store completed Parent Forms. Do not look at Parent Forms (See manual, Page 13).**
- Step 7: Send packet with consent forms and Teacher Forms to teachers of identified students (See manual, Page 13).**
- Step 8: Confirm receipt of signed consent forms from teachers and store forms (See manual, Page 13).**
- Step 9: Receive and store completed Teacher Forms. Do not look at Teacher Forms (See manual, Page 14).**
- Step 10: Obtain child assent from each child who has parent consent to take the ESSP (See manual, Page 14).**
- Step 11: Administer Child Form with appropriate ESSP ID Number (See manual, Page 15).**
- Step 12: Send Parent and Teacher Forms in sealed envelopes and child data files to UNC (See manual, Page 24).**
- Step 13: Receive Individual and Group Profiles (see manual, Page 24).**