



Below you will find a list of supplies and preparations necessary to complete the screenings. Thank you for your attention to the details as it insures the kids are back to class quickly.

**What is needed from the Secretary:**

1. Prepare a screening form for each student in the following grades:

Head Start / Preschool through 3 <sup>rd</sup> Grade	All Students
Preschool / Head Start	All Students
Kindergarten	All Students
1 <sup>st</sup> – 8 <sup>th</sup> Grade	New Students and Students on RTI or IEP
9 <sup>th</sup> Grade	All Students
10 <sup>th</sup> Grade – 12 <sup>th</sup> Grade	New Students and Students on RTI or IEP

2. Make sure the top portion of the form is complete with the Student Information, Date of Screening and Dot Area. You will be sent a list of Students that need rescreened either for Hearing (Blue Dot) or Vision (Green Dot). Please place a colored dot in the appropriate Dot Area. You may find the use of Mail Merging makes this process easier.

3. On the day of screening, be prepared with a schedule in which to screen the students and assist in calling the students to the rooms to be screened.
4. On the day of screening, please provide a class roster for each grade in your district.

**Where are the Screenings to be conducted?**

Last year it really worked well to hold the Vision Screening..... and Hearing Screening.....

**What supplies are needed?**

1. Tables – 3; Two in the room where hearing screening will be occurring and One where vision will be occurring.
2. Chairs – 8: Six in the hearing room and two in the vision room
3. Trash Cans – 2 in the hearing room.

**Thank you for your attention to these requests!**  
**They will help screening days run smoothly.**