**Vision and Hearing Screening Information Sheet**

**Prior to Screening Day:**

1. Mail notification letter to parents (please reserve a copy for us on school letterhead)

2. Make copies and prepare rosters for screening by adding names of students who require hearing and/or vision screening, either electronically or by hand. (See Mandated grades for vision and hearing below)

**Screening Day:**

1. Please provide us with a copy of Notification letter sent to parents.

2. Screening Room: Room needs to be quiet (away from music, gym and cafeteria if possible). 2 tables and 4 chairs will be needed.

3. Please provide 2 copies of rosters (one for each screener).

4. In order to improve efficiency and allow less time out of the classroom 1-2 volunteers are helpful to bring students to and from screening room.

5. It will take approximately 20-30 minutes to screen Pre K, 1st & 3rd grades and 45 minutes to screen 2nd grade, depending on class size.

6. We will need to instruct entire classrooms prior to testing.

**Rescreen Day:**

1. A list of student names who need further testing will be provided to you prior to rescreen.

2. Screening Room: A quiet room with 2 tables, 4 chairs will be needed.

3. Pace will be slower to allow for more extensive testing.

**After Screening:**

1. We will request addresses of students who require parent notification.

2. We will follow-up with parents of Illinois Dept. of Public Health (IDPH) recommendations.

3. We will report results to IDPH.

4. Copies of all screening rosters/results and parent responses will be provided to you.

**Mandated Screening Populations:**

 **Hearing**: Pre-K, K, 1st, 2nd, 3rd, all special education students, teacher referrals and students new to your district*. Students are exempt if they have a completed and signed report indicating a child has had an examination by a physician AND an audiologist evaluation within the previous 12 months*.

**Vision**:

 Pre-K, K, 2, 8th all special education students, teacher referrals and students new to your district**. *Kindergartners are exempt if compliant with mandated vision exam prior to enrollment****. Other students would also be exempt if there is a completed and signed report indicating optometrist or ophthalmologist examination has been done within the previous 12 months.*

*Pre-K students are exempt from screening if tested prior to enrollment.*

***Please indicate on the rosters those students that are special education or new to your district as they will receive both hearing & vision. 2nd grade does not need to be indicated as the will be receiving both screenings as mandated.***