

Hearing Screening Checklist

PREPARATION

- Confirm/discuss with your school principal who will be responsible for conducting hearing screenings in your school.
- Obtain a complete list of students who are new and who are in the grades to be screened from the person responsible for registering students at your school.
- Establish a system for your school's student enrollment / registrar to notify you of new/transfer students who require hearing screenings as they arrive during the school year.
- Check the records of preschool students for documentation of hearing screening completed by a health care provider or other school division.
- Check records of new students in all grades in your school for documentation of hearing screening by a health care provider or other school division.

CONDUCT SCREENINGS

- Consult [VDOE school health guidelines, p. 201](#) for details to conducting hearing screenings:
 - Conduct screening with individual student in a quiet location free of distraction
 - Use a properly calibrated audiometer (must be calibrated every 2 years). Ensure that audiometer headphones fit appropriately
- Complete hearing screenings for all preschool students who attend classes in your school who do not have documentation of hearing screening by a health care provider or other school division, within the first 60 administrative working days of initial enrollment.
- Complete hearing screenings for all students in grades K, 3, 7, and 10 who do not have documentation of hearing screening by a health care provider or other school division within the first 60 administrative working days of the opening of school.
- Complete hearing screenings for all new students in grades K, 3, 7, and 10 (for students who do not have documentation of hearing screening in their record by a health care provider or other school division) within 60 administrative working days of enrollment.
- Student is rescreened if results are not considered valid or screening is not passed.

RECORD AND SUBMIT INFORMATION

- Record documentation of hearing screenings for all students on SUMMARY OF SCREENING FOR INITIAL ENROLLMENT/"blue card" in student cumulative folder. *This includes screenings from a health care provider or other school division as well as screening results conducted by you.*
- If child does not pass screening, screening results provided to parent in writing with copy of parent notification placed in cumulative file.
- If student does not pass screening *and a disability is suspected*, refer to School Based Intervention Team at your school.
- Hearing screening data is gathered by your school nurse to report to the principal and for submission to the Virginia Department of Education.

TRANSFER STUDENTS

- Complete hearing screening within 60 days of enrollment for all new students in grades K, 3, 7 and 10 who do not have documentation of hearing screening by a health care provider or other school division.