

## Vision Screening Checklist

### PREPARATION

- Confirm/discuss with your school principal who will be responsible for conducting vision 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 vision screenings as they arrive during the school year.
- Ensure that vision screening has been conducted for Kindergarteners and preschoolers.
- Check records of new students in all grades in your school for documentation of vision screening by a health care provider or other school division.

### CONDUCT SCREENINGS

- Consult [VDOE school health guidelines, p. 220](#) for details of conducting vision screenings.
- Complete vision screenings for all students in grades K, 3, 7, and 10 who do not have documentation of vision screening by a health care provider or other school division within the first 60 administrative working days of the opening of school
- Complete vision screenings for all new students in grades 3, 7, and 10, who do not have documentation of vision 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 vision 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 there is not a prepared space on the form for information about new students, please write it into the form.***
- If child does not pass screening, screening results provided to parent in writing with copy of parent notification placed in cumulative file.
- Vision 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 vision screenings for all new students in grades K, 3, 7, and 10 who do not have documentation of vision screening by a health care provider or other school division, within the first 60 administrative working days of the opening of school