

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 (Grades K, 3, 7 and 10 – K only for those not screened at physical exam).
- ☐ 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 incoming kindergarten 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 within the past 2 years.

CONDUCT SCREENINGS

- ☐ Consult [VDOE School Health Guidelines](#), p. 166 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. (by SLP)
- ☐ Complete hearing screenings for all new students within the first 60 administrative working days of enrollment 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.
- ☐ Complete hearing screenings for all students in grade K who do not have documentation of hearing screening by a health care provider at the time of the physical exam. Schedule hearing screening for all students in grades 3, 7 and 10 within 60 administrative days from the opening of school and complete all screenings by the time the VDOE report is due in April.
- ☐ Rescreen students in 2 weeks 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 and/ or on the new electronic version of the screening record card. *This includes screenings from a health care provider or other school division as well as screening results conducted by you.* Enter results into the screening tab in Power School
- ☐ If child does not pass screening, repeat screening in 1 to 2 weeks. If student does not pass the second 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.