



## ***Mobile Unit Prep Checklist***

- Confirm your screenings for 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grade students are complete.
- Send home consent forms with students. Email, call, and send reminders to get them back!
  - [English Version](#)
  - [Spanish Version](#)
- Schedule your Mobile Unit Day using our [K2PB Mobile Unit Day Scheduling](#).
- Provide a list of students with required demographic information that did not pass your vision screening and that have turned in consents to our K2PB Coordinator, Maddi Hanes, at [info@k2pb.org](mailto:info@k2pb.org) 2 weeks prior to scheduled Mobile Unit Day.
  - Required Demographic Information:
    - First & Last Name
    - DOB
    - Name of Parent/Guardian
    - Phone Number
    - School
- Mark the date of the Mobile Unit Day on your calendar and be sure to communicate to your staff and Admin team that the Mobile Unit will be onsite that day. Please reserve a room that will be used for student organization & dilation - a library, classroom, or another room of comparable size is best.
- Print the [K2PB Screening & Exam Form](#) (front & back) linked here and fill in (or label) student's information in the header portion. It is very important that these forms are filled out prior to our arrival! This is the form our doctor will use for the student's exam.
- Our K2PB Coordinator will call to speak with the school contact in advance to discuss:
  - a. Where to park the unit (times that we can/cannot arrive/depart due to buses)
  - b. Where we can have access to an outdoor electrical outlet
  - c. Where the designated room will be located
  - d. Remind your building contact of the overall flow of the exam day
- On the day we arrive, please be prepared to call referred students down 6 at a time. Our staff and volunteers will be able to handle everything except the transportation of students to and from their classrooms.
- You will receive a folder of Post-Exam letters to be distributed to each of the students at the end of the day.
- Student's glasses will be ordered and delivered to you at a later date. Please deliver the glasses to students when they arrive.

For any questions or concerns, please reach out to our K2PB Coordinator, Maddi Hanes, at [info@k2pb.org](mailto:info@k2pb.org), and we look forward to serving your students through our Kindness to Prevent Blindness program!