Screening Assistance Checklist

Before the Screening Date:
[] Reserve a classroom, or another room of comparable size, to be used as a Screening Room for the specified date and time on the schedule. The K2PB Screening Team will also need a table and at least 8-10 chairs that day.

[] Print labels for each student in 1st, 3rd, 5th, and 8th grade. This is a report that should be able to be pulled from Power School and then easily mail-merged into labels.
  ➢ The label should include and be formatted as shown below:
    First & Last Name, DOB
    School, Teacher
    Name of Parent/Guardian, Ethnicity, Phone Number

[] Print the K2PB Screening & Mobile Exam Form (front & back) linked here and attach your printed labels to the top. You will want to print extras for new students or anyone who was accidentally missed!

[] Separate the forms by teacher. The nurse or specified school contact will give the teacher these forms to pass out to students just before they enter the Screening Room.

[] On the day of the screening, the K2PB Screening Team will arrive 15 minutes early to set up. Please note that it will be the responsibility of the secretary or nurse to call each classroom down as requested by the K2PB team. It will be important for the K2PB Screening Team and secretary or nurse to have high levels of communication that day in order to keep things moving efficiently and effectively!

[] After the Screening, K2PB Team will give the nurse a summary sheet from the day including what students have been referred to the Mobile Unit for a dilated eye exam, along with a folder of copies of the Screening Forms. Please send a waiver home with any student who is referred for a dilated eye exam ASAP.

[] Collect signed waivers (English Version, Spanish Version) from your students and begin the Mobile Unit Visit Prep Checklist.

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