



Oklahoma Society
to Prevent Blindness

PREVENT BLINDNESS OKLAHOMA™

1 N.E. 63 rd Street, Suite 150 • Oklahoma City, OK 73105-1400 • 405/848-7123 • Fax 405/848-693:

www.preventblindnessok.org

Dear

We are “looking” forward to the following vision screening for the children at

Children to be Screened:

Start Time:

Notes:

Please make copies of the recording form included in this packet and list the student's names in alphabetical order by class/grade. This form is also available in EXCEL on our website at www.preventblindnessok.org under school resources for those who would like to upload the information electronically.

The enclosed symbol chart should be used to teach the children in PK-1st grade the names of the symbols that will be used in their screening. Please copy and distribute these to the appropriate teachers. Teachers should practice this game with the children several times before the day of screening to ensure that the children will be comfortable in the screening.

As a part of your commitment to this vision screening service, we ask that you provide our screener with 2 volunteers to assist her during the screening process. In addition, Prevent Blindness Oklahoma will contact volunteers from the Masonic Lodge in your area to get their assistance if possible.

An invoice is also included in this packet. Please be sure this gets to the appropriate office for payment. The \$25.00 administrative fee or a purchase order is due on the day of the screening. If the fee or a purchase order is not received by the day of the screening there will be a \$15.00 late fee assessed. Please note that the \$25.00 administrative fee does NOT apply to Head Start Centers.

A Press Release for your local paper is included so that you can let your community know we are coming or that we have provided screening for your students. And finally we have included resource information and a checklist as you prepare for your screening. Please call if you have any questions.

Sincerely,

Anita Schlaht
Director of Programs