



Lions Screen Kids Sight

Contact Schools

There are two groups of schools to contact, the schools that were screened previously and possible new schools to add. **For schools that were screened previously**, the first step in planning for vision screening events this year needs to be contacting the schools. This is best done in the spring, before the end of the previous school year. The school contact information is in the document, B2. Candidate Yavapai County Elementary Schools List.

During the school telephone call for **previously screened schools**:

1. State that new consent forms need to be signed for private schools. See below
2. Indicate that a new MOU needs to be signed by the school that will be good for two years. District and charter schools need to fill in the grades to be vision screened after consultation with their Lions host team. (See D5. Vision Screening MOU – Detailed) (Most of our schools in 2025-2026 signed MOU's last year and don't need to do anything this year.)
3. Confirm locations for vision screening and color testing
4. Review mandated grades as a result of the ADHS Rules released in 2024. Lions will screen pre-K/K age 5 and below, 1st, 2nd and 4th grades. Lions will not screen 3rd or 7th grades.
5. Review any other potential changes from the previous year.
6. Indicate that updated version of the MOU, Referral Letter and both versions of the Consent Form (for preschools and private schools) will be sent to the school. All forms can be supplied in Microsoft Word format, if the schools want to modify supplied documents. Have schools e-mail document changes to you and then submit those changes to the **Vision Screening Coordinator** (Lion Doug George).
7. Select several tentative vision screening dates. One of these dates will need to be confirmed with the **Vision Screening Coordinator** (Lion Doug George) by reserving the appropriate number of Spot Vision Screening Kits for that date. (See D7. Reserve Spot Vision Screening Kit). Confirm the date selected with the school.
8. D9. Vision Screening Opt-Out Form for District and Charter Schools is an optional document that schools may offer to parents that do not want their children vision screened.

Further details about the Consent Form A consent form needs to be signed by the parents of each student for **private schools**, before that student can be screened. To increase student participation rates for vision screening, the consent forms should be included in the beginning of the school year student packets. This can happen in one of two ways: 1. The vision screening consent request may be incorporated in a school document included in the beginning of the year student packet. 2. A separate consent form may be included in that packet. This will vary school by school.

If a separate consent form is required, use the standard consent form. There are two versions, D2. Vision Screening Consent Form and D3. Vision Screening Consent Form – Opt Out. The first version is a straightforward permission to allow children to be vision screened and the second version has an opt-out check-box for parents who don't want their children to be vision screened. Ask the school officials which version that they prefer.

For new schools the school contact information is in the document, B2. Candidate Yavapai County Elementary Schools List. During the school telephone call, describe the program using document D8. Program Summary. Ask if the lowest grade is kindergarten or pre-K and ask for the total enrollment for either grades k-2, 4 or preK-2, 4. Schedule a meeting between April and May, before the end of the school year. Also reserve a Spot Screening Kit to take to the meeting. See D7. Reserve Spot Vision Screening Kit.