**CHECKLIST TO COMPLETE VISION SCREENING Using Eye Chart**

*To pass a vision screening the child must meet the benchmark for EACH eye. If a child fails the benchmark for one eye, they have failed the vision screening. It is suggested that a two week
re-screening be considered for rescheduling.*

BENCHMARK VISION ACUITY: PK to K Grade – 20/40 or better in each eye (3 of 5 symbols on line)

 1st to 12th Grade – 20/30 or better in each eye (3 of 5 symbols on line)

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**STUDENT SET UP**

[ ]  Student stands on footprints on floor

[ ]  Ensure Student’s heels are at back of footprint on floor (10’ from the vision placard) Make sure you are using a chart for 10 feet rather than 20 feet.

 **Left eye:**

 [ ]  Students covers right eye with hand or provide construction paper to cover eye

[ ]  Start on 2nd line down from top for practice. Ask the child to name the letter, shape or symbol to ensure you are using the same vocabulary.

[ ]  Go across the line asking the student to identify each letter or symbol on the line

[ ]  If student correctly identifies 3 out of 5 letters on the line,
continue down to the next line. Continue this way through all lines.

[ ]  If student is unable to correctly identify 3 out of 5 letters on the line, stop the screening for the left eye and indicate the level of visual acuity (i.e. 20/40).

[ ]  Note the results for the left eye screening on the form.

 **Right eye:**

 [ ]  Students covers left eye with hand or provide construction paper to cover eye

[ ]  Start on 2nd line down from top for practice. Ask the child to name the shape or symbol to ensure you are using the same vocabulary.

[ ]  Go across the line asking the student to identify each letter or symbol on the line

[ ]  If student correctly identifies 3 out of 5 letters on the line,
continue down to the next line. Continue this way through all lines.

[ ]  If student is unable to correctly identify 3 out of 5 letters on the line, stop the screening for the right eye and indicate the level of visual acuity (i.e. 20/40).

[ ]  Note the results for the right eye screening on the form.

**DOCUMENTATION**

[ ]  Document the results on a Screening Form (blue card if school uses them and new electronic form),

 print and place copy in student’s cumulative record. Enter results in Power School under screenings

 tab.