**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.