**Hearing Screening Checklist**

**PREPARATION**

Confirm/discuss with your school principal who will be responsible for conducting hearing screenings in your school.

Obtain a complete list of students *who are new* and who are in the grades to be screened from the person responsible for registering students at your school (Grades K, 3, 7 and 10 – K only for those not screened at physical exam).

Establish a system for your school’s student enrollment / registrar to notify you of new/transfer students who require hearing screenings as they arrive during the school year.

Check the records of incoming kindergarten students for documentation of hearing screening completed by a health care provider or other school division.

Check records of new students in all grades in your school for documentation of hearing screening by a health care provider or other school division within the past 2 years.

**CONDUCT SCREENINGS**

Consult [VDOE School Health Guidelines](https://www.vdh.virginia.gov/content/uploads/sites/58/2022/01/Virginia-School-Health-Guidelines-Final-Revision-1-19-2022_signed-MNO-Roslyn-Taylor.pdf), p. 166 for details to conducting hearing screenings:

* Conduct screening with individual student in a quiet location free of distraction
* Use a properly calibrated audiometer (must be calibrated every 2 years). Ensure that audiometer headphones fit appropriately

Complete hearing screenings for all preschool students who attend classes in your school who do not have documentation of hearing screening by a health care provider or other school division, within the first 60 administrative working days of initial enrollment. (by SLP)

Complete hearing screenings for all new students within the first 60 administrative working days of enrollment who do not have documentation of hearing screening in their record by a health care provider or other school division within 60 administrative working days of enrollment.

Complete hearing screenings for all students in grade K who do not have documentation of hearing screening by a health care provider at the time of the physical exam. Schedule hearing screening for all students in grades 3, 7 and 10 within 60 administrative days from the opening of school and complete all screenings by the time the VDOE report is due in April.

Rescreen students in 2 weeks if results are not considered valid or screening is not passed.

**RECORD AND SUBMIT INFORMATION**

Record documentation of hearing screenings for all students on SUMMARY OF SCREENING FOR INITIAL ENROLLMENT/“blue card” in student cumulative folder and/ or on the new electronic version of the screening record card. *This includes screenings from a health care provider or other school division as well as screening results conducted by you.* Enter results into the screening tab in Power School

If child does not pass screening, repeat screening in 1 to 2 weeks. If student does not pass the second screening, screening results provided to parent in writing with copy of parent notification placed in cumulative file.

If student does not pass screening *and a disability is suspected*, refer to School Based Intervention Team at your school.

Hearing screening data is gathered by your school nurse to report to the principal and for submission to the Virginia Department of Education.

**TRANSFER STUDENTS**

Complete hearing screening within 60 days of enrollment for all new students in grades K, 3, 7 and 10 who do not have documentation of hearing screening by a health care provider or other school division.