

School's Preparations for Hearing Screenings

- Duplicate the parent/guardian consent form on different pastel-colored paper (if possible) for each grade to ease tabulation at the end of the screening.
- Provide the forms to the parents/guardians for approval of the screening.
- Disapproved consent forms should be retained by school for reference only.
- Consented forms of children who are absent on the screening day should be retained
 - by school for documentation of attendance only.
- Designate a screening room meeting the following requirements where possible:
 - A quiet atmosphere without disruptions—the tones that the child must be able to hear are very faint,
 - Approximately four 6-foot tables for instruments and eight adult chairs, or to be
 - adjusted as needed.
 - A table for student registration just outside of the screening room,
 - Though not always possible, a room with separate entrance and exit to reduce congestion,
 - Libraries are the ideal screening rooms since they already contain the needed furniture—carpeting is a plus.
- Recruit enough school staff/parent volunteers to:
 - Fetch the next class prior to the current class completing its screening,
 - Hand out the approved consent form to each child at the entrance
 - Keep the students quiet and maintain order while in the screening room.
- It is recommended that a list be prepared beforehand of names of students to be screened by class or group.
- Notify and provide the Lion Coordinator via email 2 weeks prior to the event with the following information:
 - That all screening preparations have been completed or will be completed by the screening date,
 - The name or room number of the screening room,
 - An initial list of names of students to be screened by class or group with the totals of each class or group. The final list can be provided on the screening date.