

Directive to Administrators (Specify which administrators)		WAD (Wednesday) Publication Date	WAD Notice Number	No. of Page
All Site Administrators		December 15, 2010		1 of 10
WAD Title		Date Due (if applicable)	Not Applicable After	
Middle School Vision and Hearing Screening		N/A	May 27, 2010	
From	Title	Signature		Telephone
Curtiss Sarikey (Cabinet member or approved by one below)	Supervisor, Student Support Services			242-2615
Inform				
(x) Certificated Staff (x) Classified Staff (x) Parents (x) Post on Bulletin Board (x) Other: <u>As Needed</u>				
Administrative Directive				
WHO: All Site Administrators and Teachers				
WHAT: <i>Hearing and Vision Screening for school age children is required by state law.</i> The following middle school students in SFUSD are to receive hearing and vision screening during the 2010-2011 school year: <ul style="list-style-type: none"> ➤ Referrals from all middle school grade levels (only those students that are believed to have vision or hearing problems); ➤ Students being referred for initial educational testing (Note: Special Education students are to be screened prior to initial educational assessment and at three year intervals, CC, Title 5, 3027) 				
WHEN: 2010-2011 School Year Hearing and vision screening will be conducted on the same day at each middle school.				
WHY: Poor hearing or vision in children can interfere with coordination, acquisition of skills, achieving developmental milestones, and the ability to learn. Detection of hearing and vision loss can provide the opportunity to correct the problem.				
HOW: <u>Responsibilities of Site Administrator</u> <ul style="list-style-type: none"> ➤ Enter screening date on master calendar. Please do not schedule field trips that include students being screened on screening date. <i>Please contact Student Support Services Department ASAP for any screening dates requiring rescheduling and ask to speak to the Nurse of the Day (242-2615).</i> ➤ Notify staff of screening dates and procedures. ➤ Screening instructions and materials will be mailed to your school site two weeks prior to screening. If you do not receive your materials, please contact 242-2615 and ask for the Nurse of the Day. ➤ Review and implement instructions provided in this WAD. ➤ Students must be supervised by certificated staff at all times. Any student arriving to the screening without the presence of certificated staff will be turned away. ➤ Within three weeks after screening, SSSD Health Workers will record screening results in students' cum folders. Referrals for students who did not pass the screening will be prepared and given to Site Administrator for mailing. Please make cum folders, envelopes, and workspace available to Health Workers. ➤ Receive updated vision and hearing referral status from School Health Worker. ➤ Site Administrator to notify appropriate site staff to support referral process. 				
<u>Responsibilities of Student Support Services Department</u> <ul style="list-style-type: none"> ➤ Notify Site Administrator of screening dates (see attachment). ➤ Provide screening instructions and materials to school sites (see attachment). ➤ Schedule, coordinate, and orient qualified screeners as necessary. ➤ SSSD Health Workers will record screening results in the student's cum folder after screening is complete. Student referral lists, referrals and school site instructions will be provided for the Site Administrator. ➤ Provide on-going consultation to school sites/screening teams. ➤ Provide school sites with updated referral information. 				
<u>Attached, please find the following documents related to SFUSD's hearing and vision screening:</u> <ul style="list-style-type: none"> ▪ SFUSD Hearing and Vision Screening Schedule 2010-2011 (occurring on the same day) ▪ Hearing and Vision Screening Instructions and Information ▪ Teacher Referral Form ▪ MS Hearing and Vision Site Screening Schedule 				
Approved	Cabinet Member Kevin Truitt	Title: Associate Superintendent of Student Support Services	Signature	

**SFUSD MIDDLE SCHOOL VISION AND HEARING SCREENING
SCHEDULE 2010 - 2011**

January 2011		
Day	Date	School
Tuesday	1/4/11	Presido
Thursday	1/6/11	J Lick
Friday	1/7/11	Marina
Tuesday	1/11/11	J. Denman
Wednesday	1/12/11	Hoover
Thursday	1/13/11	Aptos
Wednesday	1/19/11	Everett
Thursday	1/20/11	H. Mann
Friday	1/21/11	Roosevelt
Tuesday	1/25/11	A.P. Giannini
Wednesday	1/26/11	Vis Valley
Thursday	1/27/11	Francisco
	TBD	M.L. King



San Francisco Unified School District
Student Support Services Department
1515 Quintara St.
San Francisco, CA 94116
415/242.2615
Fax: 242.2618
[Http://www.healthiersf.org](http://www.healthiersf.org)

SCREENING INSTRUCTIONS: VISION -- HEARING

The following is a list of instructions for your upcoming screening. Attachments have been included to support these directions. If you have any questions or concerns, please do not hesitate to contact the Nurse of the Day at 242-2615.

SCREENING ROOM REQUIREMENTS

- Vision and hearing screening will be conducted in the same room. Please provide one room that is a minimum of 20 feet in length (for vision screening) and is removed from the noisier areas or has a door sufficient to shut out noise (for hearing screening).
- One table with two chairs, accessible to electrical outlet for audiometer.
- Phone accessibility

PRIOR TO SCREENING

Teacher Referral Form (see attachment)

- You may distribute the **teacher referral form** to all teachers in all grades or collect teacher referrals by email.
- Please reiterate **referral criteria** for your teachers. This criteria is identified on the referral form. Your teachers, with careful thought, make excellent referrals and are encouraged to do so.
- We would appreciate your discouraging teachers from automatically referring their entire class for screening. Not only is this rarely necessary, it uses screening time that most often may be better used for other students.

Screening Schedule (see attachment)

- Please compile teacher's referrals on **screening schedule**. Please schedule a maximum of 20 students per class period to come for screening. No more than 10 students should be waiting for screening at any time; larger groups than this tend to interfere with the screening.
- Please complete all identification and locator information on schedule.
- Please make sure your teachers are aware of schedule and which of their students will be leaving class for screenings. Students may return to class as soon as their screening is complete (within 10-25 minutes after first leaving class).
- Screening times may vary slightly, depending on referral numbers. Teachers should remain flexible and be prepared for earlier or later times than scheduled.

Student Schedules

- Please print out class schedule for each student to be screened. These will be used to locate students who do not come for their screening at the assigned time.

DAY BEFORE SCREENING

- Please be sure to remind teachers of upcoming screening and student screening schedule.

SCREENING DAY

Screener Arrival Time

- Your SFUSD Health Workers (HW) and/or screener will arrive approximately 30 minutes prior to scheduled screenings.
- Please provide HW/screener with a copy of the school bell schedule, screening schedule and students class schedules.

Hearing/Vision Screening

- Approximately 10 students at a time should proceed to their screening. Larger groups than this tend to interfere with the screening. Students waiting to be screened should wait outside the screening room.
- Students must be supervised by certificated staff at all times. Any student arriving to the screening without the presence of certificated staff will be turned away.
- Students will proceed, one at a time, for their screening.
- Students are free to return to class after their screenings are complete.

POST SCREENING

- Within three weeks of screening, your HW will compile all screening results, prepare referrals and record results on students cum folders. Please make envelopes, cumfolders and work space available to HWs.

