



Star Pupils is a trademark program  
of Prevent Blindness America



an affiliate of Prevent Blindness America

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Atlanta, GA 30308-1137  
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**(800) 477-4448 toll free**

From:

Date:

To:

RE: Prevent Blindness Georgia Pre-K Vision Screening on \_\_\_\_\_ date at \_\_\_\_\_ time at  
\_\_\_\_\_ location

Prevent Blindness Georgia is looking forward to providing vision screening for your school's prekindergarten children through our Star Pupils: Healthy Eyes for Healthy Futures program.

Your help with the following steps will ensure that the screenings go smoothly:

- Copy the permission letter and send it home to parents prior to the screening. **NOTE:** The letter states that if it is not returned, the child **will** be screened. We will screen all children except for those who parents check "no" on the permission letter.
- Make one copy of the Registration Form for each classroom to be screened. **BEFORE we arrive**, prepare a separate form for each classroom by completing the first five columns. Please enter the child's birthdate, not age. We will screen children in your pre-k classes (four and five year olds going to kindergarten next year.) We will also screen three and four year olds who will be in pre-k next year, but **only** if the screener who scheduled your appointment has appropriate equipment and specifically offered this service at the time you scheduled the appointment.
- Identify and reserve a screening room **now**. A **quiet, well-lighted room** with minimal distraction is required for accurate screening. The room must be at least 12 feet long and have a wall on which to hang an eye chart. We may also need to darken the room (turn off the lights and close blinds) – depending on the screening method.
- Provide at least one, preferably two, parent volunteers or staff persons to assist with the screening – one to stay in the room to assist with the screening and one to walk children to and from the screening room. It would be helpful if these people know the children.
- Prepare a name tag for each child to wear to the screening room.
- Print the shapes page provided in the link and ask teachers and/or parents to practice naming the shapes.
- Be prepared to provide us with parent contact information for every child who fails the screening, either from permission letters provided by the parents or from your files.

We will arrive shortly before the scheduled screening time to setup the screening room and collect the registration form(s) you have prepared. We will then conduct the screenings, rescreen individual children if necessary, and prepare a result letter for each child to take home.

If you have questions about the screening or expect poor participation, please call me at (404) 266-2020.