

## Procedures for SPED Pre-K children who fail vision screenings

The Heiken foundation is able to provide eye exams and glasses free of charge to children who fail our vision screening and meet their qualification criteria.

Please follow these procedures for every child who fails the vision screening:

1. Give child's teacher the following documents so they can be given to the parents for completion and signature:
  - a. Heiken Consent form (see Appedix L4). Before giving it to the teacher, complete the top of the form including the "For school personnel Use Only" section. Write PRE-K near the top of the form. Although Heiken requires that students fail 2 vision screenings they have agreed to make an exception with Pre-K cases and consider a request with only 1 screening failed.
  - b. "Report of Eye Examination Form" (FM# 1665). Ask teacher to explain to parents that it must be completed by the vision specialist who conducts the eye exam and returned to child's teacher.
  - c. The list of vision specialists in case family does not qualify for services with the Heiken foundation (see Appendix L2).
2. Fax the completed Heiken consent form using school cover sheet to 305-856-9840.