

[insert date]

Dear Parent or Guardian,

As mandated by New York State Education Department Commissioner’s Regulation §136.3 and New York City Public Schools Chancellor’s Regulation A-701, New York City Public Schools staff are responsible for ensuring that all students in grades 3 and 5 and all new entrants into a New York City public school receive vision screening.

Vision screening is an effective way of identifying possible risk of eye diseases and is an important safety net in protecting your child’s eyesight.

Your child is scheduled to receive vision screening on [insert date] by [insert screening designee].

If your child does not pass the vision screening, we will send a follow-up letter with information on next steps that should be taken, which include further evaluation by an eye doctor. If you do not hear from us on this matter, your child passed the screening and no action is required.

Thank you for your cooperation.

Sincerely,

[Principal or Designee]

[Title]