

SAMPLE LETTER- USE SCHOOL LETTERHEAD

Vision Screening

(To be sent to parent/guardian after 1 month)

Dear Parent/Guardian:

Last month school staff or volunteers screened your child's vision. The screening results indicated that your child is in need of a complete eye examination by an eye care professional.

Since vision can affect learning, we feel it is very important that you take your child to an eye doctor as soon as possible. Please give the doctor the attached E12S referral form and ask him/her to fill it out completely. We would like you to return this form to the school within one month.

If you have already taken your child for eye care and have not returned the E12s Form, please forward a completed form to your child's teacher. This information will help us update your child's health record.

Thank you for your assistance in this matter.

Sincerely,

Principal

c: Student's File