



How to Process Results to KLEF

1. Before arriving at screening site, complete Section A of the cover sheet with all of the screening site information (Mailing Address, County Contact Person, E-mail and Phone Number). Please ask for a business card and attach to the top of the cover sheet.
2. Complete Section C of Cover Sheet with the Lion Club information that is doing the Vision Screening. Once the cover sheet has been sent to KLEF they will assign it a screening number and a copy will be sent to the Lions Club Contact (C1).
3. Arrive at screening, set printer up and fill with paper, and turn camera on. Begin screening – print out (1) one copy of each child(s) Pass results **{Screening Complete}** and (2) copies of Refers **{Complete Eye Exam Recommended}**. **Please remember to mark on the consent form if it is a Pass or Refer. You are to leave one copy of each result at the screening site when you leave. If the child is a refer, you will leave the results with a refer packet (letter to parent & evaluation form).**
4. After the screening you will separate the Pass results **{Screening Complete}** and (2) copies of Refers **{Complete Eye Exam Recommended}**. You will then take a referral packet and put the child's name and Date of Birth on the Evaluation Form, attach the results page along with the letter to the parent, fold and/or staple together or put in an envelope with the child's first and last name on it. Seal the envelope and give all refers and Pass results back to the teacher or director. The extra copy of the Refers will be sent to KLEF.
5. After the screening complete Section B of coversheet with #1 – Total Number of Children Screened and #2 total number of Pass, Refer and CUT (Currently Under Treatment. **You should be able to ADD the number of Pass and Refer to get the Total Number of Children screened.**
6. You will mail back to KLEF (1) Cover sheet and a copy of each Refer that you have.

Congratulations for joining the KLEF KidSight team!