



Vizavance - Advancing Children's Vision

Formerly Prevent Blindness Oklahoma

Confirmation

Vizavance
6 NE 63rd St Suite 150
Oklahoma City, OK 73105
Phone: 405-848-7123

Contact
School District
School Name
Address
City, State, Zip

Dear Contact:

We are "looking" forward to the following vision screening for the children at School Name.

Children to be Screened:

Start Time	Dates

Please have the children's names listed by class in alphabetical order on the copies of the enclosed Vision Screening Recording Form or have emailed your screener the School Excel Spreadsheet for Recording. Also, please indicate the appropriate grade level.

The enclosed symbol chart should be used to teach the children PK - 1st grade to play the Symbol Game. Please distribute these to the appropriate teachers. Teachers should play the game with the children several times a day for several days prior to the screening. Children must be comfortable with the game in order to participate in the screening.

As a part of your commitment to this vision screening service, we ask that you provide our employee with 2 volunteers to assist her during the screening process. In addition, Vizavance formerly Prevent Blindness Oklahoma will provide volunteers from the local Masonic Lodge in your community, if possible.

The \$100.00 administrative fee or a purchase order for the same amount is due on the day of the screening. If the fee or a purchase order is not received by the day of the screening there will be a \$15.00 late fee assessed. Please note that the \$100.00 administrative fee does NOT apply to Head Starts. Thank you for your commitment to children's vision. If you have any questions, please contact Melanie Gamble, Director of Programs at (405)848-7123 or via email, melanie@vizavance.org.

Sincerely,

Melanie Gamble
Director of Programs