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| A close up of a card  Description automatically generated | **Hearing & Vision Screening Record Keeping**  **October 2019** |

**Vision**

A school can choose to record the visual acuity value (i.e. 20/40 right eye, 20/50 left eye) when conducting threshold screening. Alternatively, it is acceptable to record “pass” or “refer” depending on the screening tool (See the Washington State Vision Screening Rule Frequently Asked Questions, page 4). The school must retain the individual screening results and referrals in each student’s health record.

**Hearing**

It is acceptable to document pass/fail for each side. Place the results of screenings and referral results in student’s health and/or school record. Results should be retained and forwarded if a student transfers to a new school.

**Record Retention**

Retain for 8 years after the last provision of health-related services then destroy.

**Questions**

Contact Annie Hetzel, MSN, RN – School Nurse Corps Administrator – [ahetzel@psesd.org](mailto:ahetzel@psesd.org)

**References**

[Chapter 246-760 WAC](https://apps.leg.wa.gov/WAC/default.aspx?cite=246-760&full=true)

[School Districts and Education Service District Record Retention Schedule](https://www.sos.wa.gov/_assets/archives/recordsmanagement/schools%20districts%20and%20esds%208.2.pdf) – Office of the Secretary of State

[Washington State Vision Screening Rule Frequently Asked Questions](https://wacharters.box.com/s/p0q4k7j03g5iwl9giex65cbxhjlzcthi)