

## Hearing Conservation and Audiology Services

5100 Adolfo Road, Camarillo, CA 93012

805-437-1380 • FAX: 805-389-4297

Email: [hearing@vcoe.org](mailto:hearing@vcoe.org)

[www.vcoe.org/hearing](http://www.vcoe.org/hearing)

# VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

## Hearing Screening Information

### Middle / Jr. High Schools

#### Important Preparation steps:

- Remind teachers of the screening dates.* Activities such as field trips and assemblies should be avoided on screening days.
- Reserve a quiet room with electrical outlets and a campus phone.* An empty classroom, conference room or the library are rooms that typically work well. The room should be large enough to house a testing station for the audiometrist(s) and enough space for a full class of pupils to wait.
- Identify a core class (e.g., history, Language Arts, etc.) that is the easiest to access all students in the mandated grade (eighth).*
- Prepare class lists:* Print two sets of class lists for the identified core class that are free of other markings. Class lists should include the following information:
  - Name and Identification number
  - Grade
  - Birthdate
  - Teacher name
  - Room number
  - Period
  - Indicate **DNT (Do Not Test)** next to the names of all students whose parents decline hearing screening.
- Additional class lists.* Class lists will also be needed for additional referrals, new students, and special education classes. Alpha lists for non-mandated grades (6 & 7) including the student ID and birthdate would be very helpful for documenting results. Student schedules are useful as well to be able to locate the student at each period.
- Student Recheck List.* Complete the *Student Recheck List* provided by the Hearing Conservation or print student schedules for the students listed on this form. Additionally:
  - Note **Do Not Test** next to student names if you have received a request for no testing from a parent. Fill in classroom information on recheck list even though the student will not be tested. This helps prevent confusion and chance off error.
  - Note GONE if student has transferred. If known, please indicate to where.
  - Students on the *Recheck List* have previous records. For easy identification and location, place a red asterisk after their name on mandated class lists or any class list where their name appears. Have a summons or pass

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made out for students on the recheck list who are non-mandated or do not show up on any class lists. These students will be sent for throughout the day by the school health office.

- *Prepare for testing day.* School audiometrists typically arrive ½ hour before school starting time to prepare for testing. Have class lists, bells, schedules, school maps, teacher lists, and the completed *Student Recheck List* for each audiometrist ready upon their arrival.

Thank you for your assistance. We value your time and are always open to ideas and suggestions for simplifying this process. Feel free to call us at (805) 437-1380 with any questions or suggestions, and please be sure to complete the enclosed *Evaluation of VCOE Hearing Conservation Services* form. Your feedback is appreciated.



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## School Principal Information

For efficiency, it is important to avoid scheduling hearing testing on dates the school has assemblies, field trips, drills, etc.

In accordance with California Administrative Code, Title 17, Section 2951, the following pupils require state mandated testing:

- All pupils in grades: kindergarten, second, fifth, eighth and tenth (unless an annual waiver has been approved for Grade 10)
- Pupils entering the California public school system for the first time
- Pupils enrolled in Special Education programs should have a hearing test when enrolled in the program and every third year thereafter (triannual IEP)

Additionally, the following should have their hearing tested:

- Pupils who have been referred for testing by school staff or families
- Designated pupils with previously identified hearing problems

Notice of mandated health screenings, including hearing screening, is typically included in the *Annual Notification and Parents' Rights & Responsibilities*. Parents should be informed they have the right to submit a written request if they prefer their child not participate in screening programs. VCOE Hearing Conservation must be informed of each Do Not Test parent request by notation next to the student's name on the *Class List* for screening as well as the *Recheck List*. The **Verification of Parent Requests to NOT TEST** form (page 3 of this packet) must be signed by an appropriate school staff member and presented to the audiometrist on screening day.

Screening will be conducted by certificated school audiometrists or audiologists.

A quiet room with electrical outlets is needed throughout the screening day. It is understood that space is usually extremely limited at school sites and all efforts to secure a quiet screening space are appreciated. The screening results provide information that is critical for pupils' success as learners.

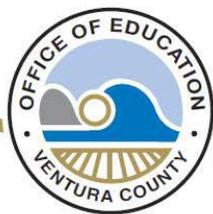
In two to six weeks an audiometrist will return to retest pupils whose initial results were outside the normal range, as well as those pupils who were absent. Again, a quiet room with electrical outlets is needed.

Hearing screening results will be given to the school nurse or designated staff member who handles pupil records and parent notifications.

Please call Hearing Conservation at (805) 437-1380 if you have any questions.

Thank you.

*"Commitment to quality education for all"*



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### Hearing Screening Survey

In order to better serve you, we ask that you complete the following survey. Circle the number that best describes your experience with the hearing screening program this year.

5 = Strongly Agree      4 = Agree      3 = Neutral      2 = Disagree      1 = Strongly Disagree

1. You are important to us. We value your time and expertise.
  - A. I received information for planning the hearing screening program in a timely manner. 5 4 3 2 1
  - B. The information I received was appropriate for my planning needs. 5 4 3 2 1
2. It is important that special circumstances and scheduling needs are considered when your hearing screening dates are arranged.
  - A. The scheduling constraints at our school were considered when hearing screening was arranged. 5 4 3 2 1
3. The Audiology staff members are highly trained and qualified to serve your students and staff.
  - A. Audiometrists/Audiologists were prepared and organized. 5 4 3 2 1
  - B. Audiometrists/Audiologists were courteous and pleasant. 5 4 3 2 1
  - C. Audiometrists/Audiologists considered the special needs of students and staff. 5 4 3 2 1
4. It is important that VCOE provide you with efficient and comprehensive services.
  - A. The results of the hearing screening were received in a timely manner. 5 4 3 2 1
  - B. The results and recommendations from the hearing screening were easily understood. 5 4 3 2 1
5. Your comments are respected and valued.
  - A. Overall, the program services were satisfactory. 5 4 3 2 1
  - B. My questions and concerns were addressed promptly and in a satisfactory manner. 5 4 3 2 1

Comments: \_\_\_\_\_

Optional: School Name      Optional: Position of individual completing evaluation      Date

Return this form to Ventura County Office of Education, Hearing Conservation via the school mail. Thank you for your time.

Questionnaire adapted from ASHA #111909, 1994  
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