

Change Radial from Report to Letters when you are ready to print letters.

Form Type:  Report  Letters

Make sure your ranges are set to Active students only

### Hearing Ranges

	Low		High
School Year:	<input type="text" value="2017"/>		<input type="text" value="2017"/>
Test Date:	<input type="text" value="08/22/2016"/>		<input type="text" value="05/26/2017"/>
Entered By:	<input type="text"/>		<input type="text" value="ZZZZZZZZZZ"/>
Individual % Loss:	<input type="text" value="0"/>		<input type="text" value="100"/>
Group % Loss:	<input type="text" value="0"/>		<input type="text" value="100"/>
<input checked="" type="checkbox"/> Include All Observation Codes	<input type="text" value="Observation"/>		
<input checked="" type="checkbox"/> Include All Comment Codes	<input type="text" value="Comment"/>		
Print Known Case:	<input type="text" value="Both (With or Without Known Case)"/>		

You might need to select a date range in addition to school year.

Include All Observation Codes

Observation

Include All Comment Codes

Comment

Print Known Case: Both (With or Without Known Case) ▼

### Hearing Results to Include

#### Combined

- Pass
- Fail
- Not Checked

#### Middle Ear

- Pass
- Fail
- Not Checked

#### Right Ear

- Pass
- Fail
- Not Checked

#### Left Ear

- Pass
- Fail
- Not Checked

Will need to uncheck all of the boxes

Write your letter using the Merge Fields.

WYLIE INDEPENDENT SCHOOL DISTRICT  
HEALTH SERVICES  
Hearing Failure Notice

To the Parent, Guardian or Legal Custodian of: [[--StuName--]]

Grade: [[--Grade--]]

After reviewing your child's Hearing screening results, there is an indication that your child may have difficulty hearing. We urge you to take [[--StuFirst--]] to an appropriately licensed professional for further evaluation.

Date Screened:[[--HealthDate--]]

Results: [[--CombineResults--]]

Your child was not able to be examined (if checked)

[[--ThresholdTable--]]

When your child is examined, please ask that the following information be completed and returned to the school. Your prompt response will benefit your child.

<u>[[--SchoolDesc--]]</u>	(972)-429-3109 	
School	Phone	
<u>Crista Vila, RN (School Nurse)</u>	<u>crista.vila@wylieisd.net</u>	<u>[[--Today--]]</u>
School Official (Title)	Fax: 972-941-9960	Date

**Response to Hearing Referral**

This child has been referred to you for further evaluation and/or treatment. Attached are the hearing screening results that indicated the child may have hearing impairment that could affect his/her educational advancement. Please complete the following:

Date Examined: \_\_\_\_\_


Results: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Just like in the Vaccination Letter Feature, there is an option to send an email to parents:



## Email Options

Email to Guardians as Attachments

### Families to Email

- First Families     Only send to families who receive Report Cards  
 Second Families     Only send to families who receive Forms  
 All Families

### Guardians to Email

- First Guardian  
 Second Guardian  
 All Guardians

Email Subject: Hearing Notice for [Student Name]

Email Body: Please see the attached Hearing notice for [Student Name].

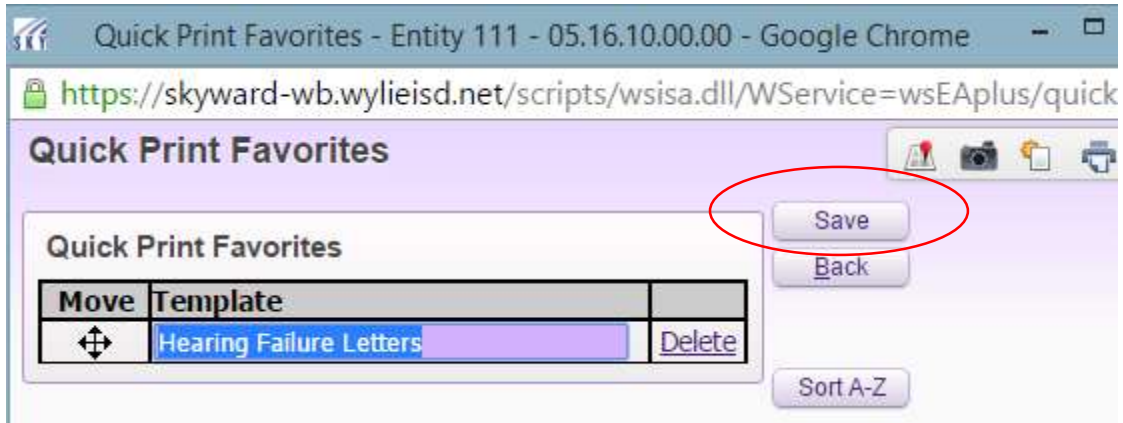
To make a referral letter a quick option to use during the entry of a screening, you can add a favorite report button on the hearing/vision/vaccination screen. From the Student Profile, Hearing Screen: Select Quick Print then Make Favorite.

The screenshot shows the Skyward software interface for a student named Hillin, Ansley Jayne. The 'Hearing' screen is active, displaying a table of hearing records. The 'Quick Print' button is circled in red. A 'Quick Print' dialog box is open, showing the 'Make Favorite' button also circled in red.

Year	Date	Result	Rescreen?	Left	Right	SecNote
2016	09/14/2015 Mon	Pass	No	Pass	Pass	
2015	10/10/2014 Fri	Pass	No	Pass	Pass	

Quick Print dialog box content:

Report:  Hearing Report  
Template: Hearing Failure Letters  
Buttons: Run, Make Favorite, Back



Now there is a Quick Print button to quickly print out a failure notice.



You will need to repeat these steps for Vision and Vaccinations as needed.