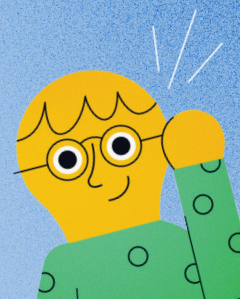


Spotting the Signs: Email Communication Template



For communicating with your student's parent/guardian about vision concerns.

This template can help you communicate your observations to a parent/guardian in a clear, supportive way. Keep the focus on specific behaviors you've seen over time and approach the conversation in partnership with the parent/guardian.

INTRO

Complete the **bolded sections** throughout with personal details.

Subject: A quick note about **[child's name]**'s vision

Hello **[parent/guardian name]**,

I'm reaching out to share a few behaviors I've noticed that may indicate that **[child's name]** may have difficulty with their vision. I've seen **[child's name]** **[list and bold a few signs (e.g., rubbing their eyes and squinting to see the screen)]**. This doesn't necessarily mean there is a vision problem or other issue, but it might be worth mentioning just in case. The attached checklist includes more details about what I've noticed.

You may have noticed similar behaviors at home—or this may be new—which is why I wanted to start a conversation. If these behaviors continue, you may wish to schedule an appointment with a qualified eye-care professional just to be safe. And please know I'm here to support you however I can.

RESOURCES

Add or remove the resources as necessary for each use case.

In case it's helpful, [here are a few resources](#) for finding eye care:

[All Children See](#) is a program that connects families with eye doctors who provide comprehensive eye exams. Children under the age of 18 may qualify for the program if they did not pass a vision screening, or if they are showing signs of a vision problem. Their [Information for Parents](#) webpage provides details on how to get started. **(Please note that this program is only available in some states.)**

[Prevent Blindness](#) provides a list of organizations and services that offer financial help for vision care.

[Lions International](#) offers help paying for eye care through its local clubs. Some clubs may also provide eyeglasses or contact lenses at little or no cost.

[New Eyes](#) provides prescription eyeglasses to children and adults who qualify.

[Medicaid and the Children's Health Insurance Program \(CHIP\)](#) are government programs that offer free or low-cost health insurance for children in families that meet certain income requirements. Medicaid and CHIP cover the cost of vision care for children.

You may also wish to call 211, a national resource line that provides information about services available in specific areas. Another option is to check with a local community center, since some provide eye care or can refer families to local eye doctors. The Health Center Program has a tool that can help people find [community health centers](#) in specific locations.

You might also consider asking a local doctor about nearby eye-care professionals who have experience helping patients who are **[child's name]**'s age.

CLOSING

Complete the email with customized support recommendations.

If you have any questions or would like to talk through any of the information above, please know I'm here. I'm always happy to support **[child's name]** by **[list ways you may support (e.g., optimizing sitting, using high-contrast materials)]** in the classroom and will work with you to help them succeed.

Sincerely,
[Your Name]
[Your Title/Grade Level]
[School Name]
[Contact Information]