In-School Dental Program: Dental visit checklist

We're excited to bring dental care to your students. We greatly appreciate your help to ensure as many of your students as possible are able to get the care they need to have healthier smiles!

Please complete the following steps prior to the dental visit date.

6 – 8 weeks prior

- ☐ **Distribute and begin collecting permission forms.**
- ☐ **Tell your parents.** Let parents know their child can get dental care at school. Ask them to return the signed permission form or to sign up online at www.MySchoolDentist.com

3 – 4 weeks prior

- ☐ **Return the forms.** Use the pre-paid envelopes or fax the completed forms to us. Forms returned thereafter may be faxed to us up to one day prior to the visit.

2 weeks prior

- ☐ **Send reminders to parents.** Remind them of the dental visit date.
- ☐ **Reserve the space.** Prepare the 30' x 30' space with 3–4 working outlets for our use the day of the visit.
- ☐ **Confirm the schedule.** Ensure your staff are aware, and confirm there are no scheduling conflicts.
- ☐ **Enlist volunteers.** It's helpful to have student or parent volunteers to assist the dental teams with finding classrooms and students the day of the dental visit.

1 week prior

- ☐ **Make PA announcements.** Remind students and teachers that the dentist is coming and that forms must be turned in!

Let parents know!

- **Send text, phone and email messages to inform and remind parents of the dental visit date.**
  - **Be sure to include the online sign up option: www.MySchoolDentist.com**
- **Use your school's website and social media to spread the word.**
- **Ask us for sample scripts!**

Positive ID Required!

Your students must be able to identify themselves using at least two items from the list below.

- Name
- Date of birth
- Phone number
- Address (street name is fine)
- Parent or guardian name

If there are any students who may not be able to identify themselves on the day of the dental visit (younger, special needs, etc.), please contact us now for alternative options.

Questions?

Call 855.469.7473
Fax 855.484.9241