Sample School COIVD- 19 Testing Consent Form Customization and Use Instructions

School Instructions

- Save a copy of the the PDF *School COVID-19 Testing Consent Form* to your desktop.
- Open the saved PDF and add your school district name in the box provided above the form title.
- Check the appropriate boxes below to indicate information specific to your school. (i.e. who will collect the specimen, how it will be collected, etc.).
- Complete the fillable field in the underlined areas if applicable to your school.
- Save the form as: school name_SchoolTestingConsent. This will assure the information you entered is retained.
- This form can now be printed and shared with families as a paper copy or as an electronic version via your district's website or email. For the electronic version, please include the instructions to parents/guardians below.
- Note: If you have Adobe Pro DC software you can lock the school information portion prior to sending to parents.

Parent/Guardian Instructions

<u>Electronic</u>

- Save the PDF School COVID-19 Testing Consent Form to your desktop.
- Open the saved PDF and complete the boxed section titled: *To be Completed by Parent/Guardian* by typing the information into the areas provided. Click save.
- Print the form and sign the bottom.
- Send the signed paper copy back to school with your child

OR

• After printing the form, sign and scan the form and attach it to an email and send it to the school.

<u>Paper</u>

- Print the consent form from the school district website.
- Fill out the boxed section titled: *To be Completed by Parent/Guardian* with a pen.
- Return the completed form to your child's school.