

IMPORTANT DATES & INFORMATION

1. Review your Report Card.
 - a. Compare to previous year.
 - b. Review Services Provided
 - c. Review estimated value of free services provided to your school.
 - d. Review Oral Health Status of the children we served at your school.
 - e. Call us with any questions.
 - f. Reminder: This infographic is great information to use for grants and funding opportunities.
2. Using ONLY the forms we provided to you in MAY, hand out the dental forms to students/families during the first two weeks of school.
3. Collect the forms after Labor Day.
4. SBL Dental Services will collect the forms September 5th – 8th.
5. Once forms are collected and tabulated, we will schedule the appropriate number of days at your school based on the number of forms returned.
 - a. Ashley Pryor will contact you regarding schedules.
 - b. Please consider all holidays, half days, special events, etc. when scheduling.
6. When scheduling the bus, we would like to stay for the entire school day.
 - a. Please provide us a place to park that is not in the bus lanes.
 - b. We can see more of your students if we can start earlier and end later.
7. Our Case Manager will reach out to all the 2's and 3's (Oral Health Scores) for follow-up care at our fixed site.
8. EMERGENCIES during the school year:
 - a. Call our office and we will get them scheduled to see us.
9. Late forms (after September 8th) can be faxed to our office.
 - a. We cannot guarantee to see them on the dental bus since your days were scheduled based on the forms you returned initially.
 - b. We will make every effort to see them if possible.
 - c. If we cannot see them on the bus, we will schedule an appointment at our clinic.
 - d. When faxing forms, please be sure the signature line is not cut off in the transmission.
10. Please return all Letters of Agreement to our office (address below) and keep one copy for your files.

Thanks for all you do! Thanks for helping bring smiles to these students!

SBL Dental Services
225 Richmond Ave. East
Mattoon, IL 61938
(217) 235-0800 phone
(217) 235-0801