**TEACHER INSTRUCTIONS**



**[PROGRAM NAME]**

***Teachers:*** *Follow the instructions below for immediate distribution of materials.*

**STEP 1:**

**DISTRIBUTE CONSENT FORMS**

**TO YOUR STUDENTS**

*(1 per student)*





**STEP 2:**

**COLLECT COMPLETED**

**CONSENT FORMS**

in this envelope.

**STEP 3:**

**BRING THE ENVELOPE FULL
OF STUDENT CONSENT FORMS**

**TO THE FRONT OFFICE** and store in

the collection box **3 days**

before your school’s Vaccine Day.

 **TURN OVER FOR MORE INSTRUCTIONS**

*Please read below for more detailed instructions.*

**General Information**

* [PROGRAM NAME] is coming to your school to give free flu vaccine to students [AND STAFF] Please check in with the front office for your school’s Vaccine Day date.
* Participation is optional and getting a flu vaccine is not a requirement to attend school.
Only students with a completed consent form will get a vaccine.
* For more information, including lesson plans and coloring pages, visit [WEBSITE] or call [PHONE NUMBER].



**Preparing for the Vaccine Day**

* Once the consent forms are distributed, students should return their completed and signed consent form as soon as possible.
* Please bring your envelope full of consent forms to the main office 3 days before your school’s scheduled Vaccine Day. In the main office there is a collection box to store the forms.
We will accept forms up until the Vaccine Day but prefer forms earlier so we can check for errors.
* We have consent forms in [#] languages, if you need different languages than what you
were provided please ask the front office for extras. Families can also download a copy
at [WEBSITE].



**On the Vaccine Day**

* We want to respect class time as much as possible. On the Vaccine Day, staff will come
to your class and bring participating students to the area where the [VACCINATORS] set up.
* When we come to your classroom to collect students you will be asked to help identify participating students in your class. This should take less than 2 minutes. We thank you
in advance for your support in ensuring student safety.
* [ALL SCHOOL STAFF CAN ALSO GET A FREE FLU VACCINE. IF YOU WANT A VACCINE, YOU CAN FILL OUT AN ADULT CONSENT FORM ON YOUR SCHOOL’S SCHEDULED VACCINE DAY.]

**THANK YOU FOR YOUR SUPPORT!**

 

Any questions or concerns can be addressed to:

[CONTACT NAME/ORGANIZATION]

[CONTACT EMAIL]

[CONTACT PHONE NUMBER]