



Olympic Educational Service District 114
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Remote Form Completion Procedure

1. Review and discuss form during a weekly remote visit. Forms are not to be reviewed in person. Set expectation for gathering signatures: staff arrive with forms, a pen for family to keep, a clipboard, form signed.
 - Forms may be emailed to families for their review.
2. Maintaining social distancing and observing Material Drop Off Procedure, have family sign and date required forms.
3. Leave pen with family.
4. Sanitize hands and all hard surfaces touched by family.
5. Upload form into ChildPlus to the correct service area.
6. Work with your supervisor if face-to-face form completion is not possible.

Form	Service Area
Authorization to Exchange Information	All Services
Photo Release Form	All Services
Commitment to Child, Family and Staff Well-Being	Family Services
Dental Exam	Health Services
Well Child Exam	Health Services
Screening Referral	Disability Services