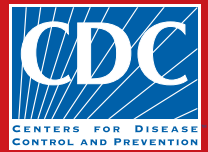


HAS Paper Form Cover Letter



Check List:

To create your event in HAS, email healthdata@specialolympics.org your event date, location, and how you plan to enter data (Tablets, Locally, SOI Consultant).

If you plan to share the forms with the SOI Consultant, follow these steps.

Do not email scanned HAS forms, if you plan to share the forms with the SOI consultant, you will receive a dropbox link to upload your forms into. Due to privacy policies, scanned HAS forms can't be shared via email.

You may also request a Dropbox link if you would like SOI to keep a copy of your scanned forms as a backup.

Print this Cover Letter, **one per discipline**, so you have a discipline set and cover letter per discipline. (Example: if you have Healthy Hearing, Special Smiles, and FUNfitness HAS forms, please separate each discipline and provide a separate cover letter for each discipline)

Scan the discipline set(s) and make sure to scan double-sided when needed

Upload the scanned discipline set into the secure drop box link and notify healthdata@specialolympics.org that you've uploaded the documents

If you do not have access to a scanner, please email healthdata@specialolympics.org and copy rmichael@specialolympics.org.

Program Name: _____

City: _____

Date(s) of Screening: _____

Discipline: _____

of Forms in Discipline Set: _____

Contact's Name: _____

Scanned Date: _____

Notes: