

24-MONTH CONSENT PROCESS

A quick guide for school coordinators and principals

The key point: A signed consent form remains valid for 24 months.

1 DISTRIBUTE Send a current-year consent form to families.	2 CHECK All Smiles reviews whether a valid prior form is already on file. The school provides All Smiles with a list of students enrolled or class rosters.	3 USE LATEST If a new form is submitted, the newest form determines authorized services.
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WHEN WILL ALL SMILES CONTACT THE FAMILY?

A CALL IS NEEDED • A valid form is being transferred from a feeder school. • The existing 24-month consent has expired, and a new form is needed.	NO CALL IS NEEDED • The signed form is still valid and carries forward at the same school. • A prior call-campaign form already documents that the family was informed of the 24-month validity period.
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WHAT SCHOOLS NEED TO KNOW

- ✓ **Continue distributing the current-year form.** This gives families an opportunity to update their choices.
- ✓ **Prior forms may still be used.** Forms submitted last school year, including forms from feeder schools, may be used again when appropriate. All Smiles retains the consent forms from the prior school year.
- ✓ **The most recent form controls.** When a family submits a new form, it replaces the earlier service selections.

CONSENT FORM OPTIONS

ONLINE FORM

English and Spanish electronic consent form
[Open resource](#)

DOWNLOADABLE PACKETS

Additional languages on the All Smiles forms page
[Open resource](#)

Questions? Please contact All Smiles Community Oral Health at 503-521-7166 or outreach@allsmilescoh.org