

# Accepting Over-the-Counter Tests

## Guidance for schools

Schools may accept over-the-counter (OTC) COVID-19 tests for students and staff.

### We recommend you require:

1. An attestation form completed by a guardian or staff member. Include:
  - First and last name of person tested.
  - First and last name of person performing the test.
  - Type of test.
  - Date of test.
  - Test result.
  - Statement acknowledging:
    - Proper test instructions were followed.
    - Test was performed on the correct person.
    - Test result was read accurately.
2. Picture of the test card. On top of the test card, the guardian or staff should write:
  - First and last name of person tested.
  - Date.

Ensure test result lines are clearly visible.  
Don't accept pictures where lines aren't visible.

### Make sure form is complete and signed before you accept.

You may also choose to have an electronic option where you can upload pictures and attestations.

