

# COVID-19 Test Scheduling Tips for Pre K-12 Students and Staff

The Rhode Island Department of Health (RIDOH) encourages Pre K-12 school communities to use the following tips when scheduling a COVID-19 test at a [State-run site](#). For more information about testing options in Rhode Island, visit [covid.ri.gov/testing](https://covid.ri.gov/testing).

## Need to get a COVID-19 test?

### ① Make an appointment ahead of time.



Appointments are required at State-run test sites. Scheduling your test in advance reduces long lines and crowding at test sites. It also ensures you can access your test results in a timely fashion.

### ② Self-schedule online.



Parents/guardians, students, and staff are encouraged to self-schedule online at [portal.ri.gov](https://portal.ri.gov). You can also schedule a test by calling **401-222-8022**. If call volume is high, there may be a long wait time. **If you are scheduling a test online for a minor, refer to the tips below.**

- Ⓐ If this is your first time using your portal account to schedule a test for your child, select “new dependent” so you can add their information into your account.
- Ⓑ If you need to schedule a COVID-19 test for multiple people, you can schedule everyone at the same time. You may get asked the same question more than once so that you can provide information that may be different for each person, like whether they have symptoms or if they’ve been identified as a close contact.
- Ⓒ Provide a valid phone number or email address and enter personal details correctly so you can get your result as soon as it’s ready.

### ③ Provide information about your Pre K-12 affiliation.



Before you select the date and location of your appointment, you will be asked whether you want to schedule a K-12 appointment or a general public appointment. If you or your child are eligible, select K-12 appointment. State-run sites have a system in place to prioritize Pre K-12 tests. This prioritization helps students and staff return to school safely as soon as possible.

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