



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

June 06, 2018

Dear Superintendent/School Nurse:

Pursuant to New York State Education Law Sections 903 and 904, your school district has been selected to report Student Weight Status Category information for the **2018-2019** school year. A complete list of school districts selected to report is available through the New York State Center for School Health (NYSCSH) website at <http://www.schoolhealthny.com>.

Student Weight Status Category information should be collected from mandated health examination forms submitted to the schools during the **2017-18 school year**. Schools in the districts selected to report for the **2018-2019** school year will submit the information from health examination forms for students who were in grades **Pre-K, K, 2, 4, 7 and 10 during the 2017-18** school year. This data should be collected and tallied on the **“School Tally Sheet”** by each building level nurse and then submitted to the person in the **School District Nurse Role**, who will then compile and aggregate the data for the entire district onto the **“District Tally Sheet”**. Data will then be reported by the person in the **School District Nurse Role** using the Health Commerce System, the Department of Health’s secure internet site used to submit immunization, absenteeism and student weight status category data.

Each student’s health examination form is required to include Body Mass Index (BMI) and determination of weight status. However, if a parent requests that this information not be included as part of the aggregated summary report submitted to the New York State Department of Health, then the student’s information should be excluded. The district must notify parents, or persons in a parental relationship, of the right to exclude their child’s weight status information from the survey. This notice must be provided in a language the parent can understand. Such notice may be provided via the website, school newsletter, the Kindergarten registration packet, and/or other reasonable means. Sample language, reference and instruction documents are available at the NYSCSH website at <http://www.schoolhealthny.com> under the Section “Data Reporting.”

All Student Weight Status Category Surveys must be submitted via the Health Commerce System by **Wednesday, January 30, 2019**. Failure to complete and submit the survey is a violation of Education Law. In addition, these surveys are subject to audit by the Commissioner of Health.

Your participation in the survey is appreciated. If you have questions, please contact Sherry Brown at (518) 473-7817.

Sincerely,

Barbara Wallace, M.D., M.S.P.H
Director, Division of Chronic Disease Prevention