

Dear Parent/Guardian,

Welcome from the Health Office at OCM BOCES!

To help us ensure that your son/daughter has a healthy and productive school year, please complete the enclosed forms and submit them to the health office along with the following records:

1. Immunization Records - To prevent Communicable Disease and as required by NY State Public Health Law, all students must be immunized according to the enclosed schedule. To ensure school attendance is not interrupted, please provide proof of immunization in the form of a certificate from your family physician/clinic, specifying types and dates of immunization or disease.
2. Copy of Physical - Please provide a copy of a current Physical. NY State Education Law requires physical examination **within 30 days** from starting school for all children entering Grades: Pre-K & K, 1, 3, 5, 7, 9, and 11. Physical exams are valid for the twelve months prior to the start of the school year. Please have your family physician provide us with a copy of the physical. A Health Appraisal/Physical Form is enclosed for your doctor's convenience.
3. Medications in School – If your child requires medication, or takes medication regularly during school, please provide a written doctor's order and parental permission (see enclosed Medication Authorization Form). For returning students, we must have a new written doctor's order for each new school year. Your doctor's office may fax the order to me at \_\_\_\_\_. Medications need to be brought to the health office by a parent/guardian (not by your child). All medication must be in an original pharmacy container.
4. Diabetic Students - Please provide doctor's orders regarding care of your diabetic child and all necessary supplies (insulin, ketosticks, glucagon and snacks) to the health office.
5. Attendance - When your child is absent from school, a signed note from you stating the day or days missed and the reason for the absence is required attendance policy. A phone call to the Health Office for notification of your child's absence is appreciated; however, it does not take the place of a written excuse. Please call \_\_\_\_\_ and ask for \_\_\_\_\_, to report your child's absence from school.

If you need to pick up your child during the school day, a note with the time and reason should be sent in to school no later than that morning.

Should you have any concerns regarding your child's health during school, I am available between the hours of 8:00 a.m. to 3:00 p.m.

Sincerely, \_\_\_\_\_, School Nurse, <name of site>

Enclosures:

Health & Emergency Information Sheet  
Medication Procedure  
Medication Authorization Form  
Health Information Release Form - HIPPA  
Health Examination/Physical Form  
Authorization for Emergency Treatment of Minors

Immunization Requirements  
Dental Health Certificate  
Blank Student Attendance Slips (*optional*)