# SCHOOL TALLY SHEET INSTRUCTIONS
## Part 1: Student Weight Status Category Survey

The Student Weight Status Category Reporting System (SWSCR) collects weight status category data (underweight, healthy weight, overweight or obese, based on BMI-for-age percentile) on children and adolescents attending public school in New York State, outside New York City.

The information below will help you complete the School Tally Sheet

- Report data from health examination forms of students who were enrolled in grades Pre-K, K 1, 3, 5, 7, 9, & 11 the **_PREVIOUS_** school year.
- If a student does not have a health exam form from the previous year do not include her or him

The building nurse should tally the number of students in categories by grade groups as shown below. If your building has students in (K-12) you would submit one sheet for Pre-K, K, 1, 3, & 5 and one sheet for 7, 9, & 11.  If your school building only contains some of the grades listed, please list the grades at your school on the row provided.

**Example:**

**Grade Group:** (check one)      ☐ Pre-K, K, 1, 3, 5      Grade(s) included in tally: _____
                                  ☐ 7, 9, & 11              Grade(s) included in tally: _____

Enter information about your building's enrollment and school health examination forms returned and missing by sex as shown in the sample below.

|  | Males | Females | Total |
|---|---|---|---|
| **Number of Students Enrolled in Grade Group** | 48 | 42 | 90 |
| **Number of Students in Grade Group <u>with</u> School Health Examination Form** | 36 | 32 | 68 |
| **Number of Students in Grade Group <u>MISSING</u> School Health Examination Form** | 12 | 10 | 22 |

Next, enter your building data by WSC-BMI Percentile by sex as shown in the sample below.

| Weight Status Category (BMI-for-age Percentile) | Males (Column 1) | Females (Column 2) | Total Males and Females (Column 3) |
|---|---|---|---|
| **Less than 5th** | ‖ | ‖‖‖ | 2 + 5 = 7 |
| **5th through 49th** | ‖‖‖ ‖ | | 7 + 0 = 7 |

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If the student's weight status category **is not recorded** on the NYS School Health Examination Form, it should be reported as missing in the "**Number of Students Missing BMI/WSC**" row as shown in the sample below.

| Weight Status Category (BMI-for-age Percentile) | Males (Column 1) | Females (Column 2) | Total Males and Females (Column 3) |
|---|---|---|---|
| **Number of Students Missing BMI/WSC** | II | I | 2 + 1 = 3 |

For each student whose parent/guardian specifies to have his/her child's weight status category excluded from the survey and has contacted the school with that request, make a mark in the column "**OPT OUT**"

| Weight Status Category (BMI-for-age Percentile) | Males (Column 1) | Females (Column 2) | Total Males and Females (Column 3) |
|---|---|---|---|
| **OPT OUT** | 0 | 0 | 0 |

Tally the number of male and female students in the **"95th through 98th Category"** and the **"99th and Greater Category"**.  Then add the **"95th through 98th and the 99th and Greater"** rows for Males (Column 1) and Females (Column 2).  As illustrated below.

**Example:**

| Weight Status Category (BMI-for-age Percentile) | Males (Column 1) | Females (Column 2) | Total Males and Females (Column 3) |
|---|---|---|---|
| **95th through 98th** | IIII II | IIII IIII | 7 + 9 = 16 |
| **99th and Greater** | III | III | 3 + 3 = 6 |
| **Total 95th and Greater** (Please add totals 95th through 98th and 99th and greater) | **7 + 3 = 10** | **9 + 3 = 12** | **10 + 12 = 22** |

Record the number of students in the row marked Total 95th and Greater (Please add totals 95th through 98th and 99th and greater).

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**NOTE:**

- School building nurses are **<u>not</u>** responsible for entering building level data into the Health Commerce System (HCS).

- Building level data must be sent to the person in the District assigned to the *"**School District Nurse Role**"* in the Health Commerce System.

- The assigned **"School District Nurse Role"** is responsible for aggregating all district data and submitting the district information all at once.