

**FAQs Regarding Changes to School Health Examination Grade Levels and
Required New York State (NYS) School Health Examination Form**

When Is the New Regulation Effective?

When are mandated health exam grades and use of the required NYS School Health Examination Form changes effective?

The changes will be effective as of 7/1/18.

Rationale

Why were the mandated grade levels for required physicals and screenings changed?

The new required grade levels were chosen in consultation with the New York State Department of Health (NYSDOH) and based on recommendations from the American Academy of Pediatrics (AAP) Bright Futures. To learn more about [Bright Futures click here](#).

Why is a specific health exam form required for physical exam documentation?

The required NYS School Health Examination Form was developed to provide consistency throughout the state in the health care information provided to schools.

Completing the Required Form

Will schools be able to modify the content of the required NYS School Health Examination Form?

No. The new required NYS School Health Examination Form may not be modified.

Will the required NYS School Health Examination Form have fillable fields so that a provider may upload the document at their office and complete it using those fillable fields?

Yes, the required NYS Health Examination Form will including free form text boxes, date fields, checkboxes, to enter data. The fillable form will open in protected mode. Simply click on the shaded form fields and type your answers or check the appropriate boxes. You can move from one form field to another by hitting the tab key. Simply type into the text field. You can mark or un-mark check boxes by clicking on them or hitting the space bar while they are highlighted. The completed form must be saved to save entered content.

If a provider has questions about uploading the required NYS School Health Examination Form to their Electronic Health Records System (EHRS) who should they contact? Providers should contact their EHRS vendor for assistance.

Is there a separate health exam form to be filled out for sports? No, the required NYS School Health Examination Form is to be used for New Entrants and students in grades Pre-K or K, 1, 3, 5, 7, 9, & 11, annually for interscholastic sports, working papers as needed, and as required for an evaluation process of the Committee on Special Education (CSE) or Committee on Pre-School Special Education (CPSE).

May students be excluded from school for not providing the required NYS School Health examination form? No students may not be excluded.

In the **2018-2019** school year schools should accept any physical exam form provided, and notify the parent/guardian that the new required form must be used in the 2019-2020 school year.

In the **2019-2020** school year public schools must only accept the required NYS School Health Examination Form. If the required form is not provided, the school should notify the parent/guardian that only the required NYS School Health Examination form will be accepted. At that time, the parent/guardian may ask their provider to complete the required form. Parent/Guardian should be aware that their provider may charge a fee for this service. Alternatively, the district's medical director will need to perform the required health examination if the required form is not provided within 30 days of notification.

May the provider charge for copies of records if not done at the time of the physical? That is dependent upon the participation status of the provider with the parent/guardian's health care insurer and whether their provider agreement addresses the issue. A complaint may be filed online at New York State Department of Financial Services Consumer Assistance Unit One Commerce Plaza Albany, NY 12257 or by calling 1- 800-342-3736 (Consumers Hotline).

May the school transcribe the contents from provider's form on to the required NYS School Health Examination Form? No. The provider completing the exam must complete the required NYS School Health Examination Form.

What regulation mandates the use of the required NYS School Health Examination Form? It shall be the duty of the trustees and boards of education to require that each student, within 30 days after his or her entrance into school and within 30 days after his or her entry into pre-kindergarten or kindergarten, 1st, 3rd, 5th, 7th, 9th and 11th grades, submit to the principal or the principal's designee a health certificate that meets the requirements of this paragraph, provided that no health certificate shall be required of a student for which an accommodation for religious beliefs is made pursuant to subdivision (f) of this section.

The health certificate shall be on a form prescribed the commissioner and signed by a duly licensed physician, physician assistant, or nurse practitioner. [Commissioner's Regulations part 136.3 School Health Services \(c\) \(1\) \(i\)](#)

What may parents/guardians do if the provider refuses to complete the required NYS School Health Examination Form? Parent/Guardians may contact their health care insurer.

Which physical Exam form can I accept next school year 2018-2019?

Although schools should provide and encourage the use of the required form as of 7/1/18, the 2018-2019 school year will be a transition year and ANY health exam form should be accepted. In 2019-2020 school year, the required NYSED Health Examination Form will be the ONLY form accepted. The new form will be available on the NYS Center for School Health Website and NYS Education Department website. It can be downloaded to a variety of electronic systems to help with a seamless transition.

Who can sign a NYS health examination?

A NYS school health examination may be signed by a NYS Physician, Nurse Practitioner, or Physician Assistant. In addition to those exceptions permitted in law including, but not limited to, a commissioned medical officer who is serving in the United States armed forces or public health service, or any physician who is licensed in a bordering state and who resides near a border of this state, provided such practice is limited in this state to the vicinity of such border may sign a NYS school health exam. See the following for more information [Education Law Article 131 section 6526-exempt persons](#)

How Can We Help Parents/Guardians and Providers Learn and Comply with This Requirement?

How can schools inform parents/guardians?

Schools should notify parent/guardians/guardians of the upcoming changes via your website, newsletters, back to school events, Parent Teacher Association/Parent Teacher organization (PTA/PTO). We also encourage schools to ask parents/guardians to share this information with local health care providers in their area. Notifications regarding new resources to implement the changes will be sent out via the Center's Health Information Portal (HIP) e-mail system and we encourage anyone who is not already subscribed to do so to receive updates and resources.

How can parent/guardians help their provider make sure they have the required NYS School Health Examination Form?

Parents/Guardians should bring the required form with them to the visit to be completed at the time of the visit. Some offices charge an additional fee for completing forms after the visit as this may be considered an additional service.

What resources are available to notify and inform parent/guardians, providers, and administrators?

Can we customize them?

The Center will provide sample notification letters for parent/guardians, providers, and a sample transition plan for schools. These will be available in early spring.

Who will be responsible to notify providers of the changes?

The New York State Education Department (NYSED) and New York State Department of Health (NYSDOH) will inform the field about the changes, however, it will be important that schools districts, nursing and medical professional organizations, and parent/guardian groups assist in informing others regarding the changes.

Health Examination completed in school

If BMI is completed by the school nurse at the direction of the SMD for health exams being performed at school what does the nurse needs to do to complete BMI calculation?

Measure the child's height and weight in metric units obtain the DOB and go to the [CDC BMI calculation page](#) click metric in upper right hand corner and enter the student's data, it will calculate BMI in kg/m² enter that number into the student's required health exam form.