

# DISTRICT 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 District Tally Sheet for the Student Weight Status Category Survey.

- School buildings should submit School Tally Sheets with weight status category data for students in Elementary (Pre-K, K, 1, 3, & 5) and Middle/High (7, 9, & 11) grade groups. The information recorded in the Tally Sheets should be from Health Examination Forms collected the **PREVIOUS** school year.
- If you are missing School Tally Sheets from any of the buildings in your district, we recommend collecting them first before completing the District Tally Sheet.

First, enter information about the total enrollment in your district for the grades to be reported (Pre-K, K, 1, 3, 5, 7, 9, and 11), as shown in the example below. Please use enrollment data on females and males from the **PREVIOUS** school year.

Then tally and record the number of students (males and females) with a school health examination form and determine and record the number of students in the district missing a school health examination form.

	Males	Females	Total
Number of Students Enrolled in Grade Group	232	167	399
Number of Students in Grade Group <u>with</u> School Health Examination Form	210	150	360
Number of Students in Grade Group <u>MISSING</u> School Health Examination Form	22	17	39

The total number of students with a NYS School Health Examination form and the number of students in the grade group missing the NYS School Health Examination form should add up to the total number of students enrolled in the grade group.

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Next, combine the information from the School Tally Sheets and record the number of males and females in each weight status category for students in the Elementary (Pre-K, K, 1, 3, 5), Middle/High (7, 9, 11) grade groups and the District Total. As shown in the example below, each row is a weight status category and the columns are the reportable grade groups (for males and females) and the district total (for males and females). The example below tallies information from 3 elementary school buildings and one middle/high school for a school district.

Number of Students in Grade Group with School Health Examination Form						
	Pre-K, K, 1, 3, 5		7, 9, 11		DISTRICT Total	
Weight Status Category (BMI-for-age Percentile)	Males	Females	Males	Females	Males	Females
Less than 5 <sup>th</sup>	2+2+0 = 4 *	2+1+1 = 4 *	7	4*	4+7 = 11	4+4 = 8
5 <sup>th</sup> through 49 <sup>th</sup>	7 + 3 + 6 = 16	9 + 4 + 11 = 24	25	19	16+25 = 41	24+19 = 43
50 <sup>th</sup> through 84 <sup>th</sup>	5 + 6 + 4 = 15	3+11+3 = 17	45	35	15+45 = 60	17+35 = 42

\* If you have any number of students (**0, 1, 2, 3 or 4**) in the grade groups or district totals, please leave this blank in the Healthy Commerce System. **LEAVE IT BLANK, DO NOT ENTER ANY NUMBER OF STUDENTS LESS THAN FIVE. DO NOT ADD A ZERO** or you will get an error on the survey on the Health Commerce System.

For each weight status category, you will enter in the Health Commerce System data for six groups:

- Elementary Males (Pre-K, K, 1, 3, 5),
- Elementary Females (Pre-K, K, 1, 3, 5),
- Middle/High Males (7,9,11),
- Middle/High Females (7,9,11)
- District Total Males (Pre-K, K, 1, 3, 5, 7, 9, 11) and
- District Total Females (Pre-K, K, 1, 3, 5, 7, 9, 11)

- Student Weight Status Category Data reporting must be consistent with confidentiality requirements imposed by the federal Family Educational Rights and Privacy Act (**FERPA**). You will **NOT** be able to enter any number of students less than five in any of the Weight Status Categories or District Totals on the Health Commerce System (HCS).