

DISTRICT TALLY SHEET INSTRUCTIONS

Part 2: Health Conditions Survey

The Student Weight Status Category Reporting (SWSCR) Health Conditions Survey collects data on obesity-related health conditions and the number of students in the 99th and greater on BMI-for-age percentile for students enrolled in public school districts in New York State, outside New York City.

The information below will help you complete the District Tally Sheet for the Health Conditions Survey.

- School buildings should submit School Tally Sheets with counts of students with obesity related conditions and BMI at or above the 99th percentile in age for Elementary (Pre-K, K, 1, 3, & 5) and Middle/High (7, 9, & 11) school students. The information on the School Tally sheets should be from Health Examination Forms who were in Pre-K, K, or grade 1, 3, 5, 7, 9 or 11 the **PREVIOUS** school year.
- If you are missing School Tally Sheets from any of the school buildings in your district, we recommend collecting them first before completing the District Tally Sheet.
- Data on obesity-related health conditions should be tallied for all students regardless of their weight status category.

First enter the total school enrollment for the students in all the grade groups enrolled in your school district. Please use information for the **PREVIOUS** school year and combine enrollment data on female and male students in all reportable grades (Pre-K, K, 1, 3,5, 7, 9, 11).

Number of Students in all Grade Groups (Male and Female) Enrolled in District: 309

As shown in the example below use, sum information on number of students with obesity related conditions and BMI-for-age at or greater than the 99th percentile from the School Tally Sheets to obtain the total count of students (males and females combined) for your school district. In the example below the district has one elementary school and one middle/high school.

The counts of students in the “District Totals” column on the Health Conditions District Tally Sheet are the numbers to be reported electronically on the Health Commerce System (HCS). In the example below the counts of students with asthma reported from 3 schools are tallied resulting in a district total to enter into the HCS.

Health Condition	Tallies (Males and Females)	District Totals
Asthma	8 + 12 +5	<u>Asthma Total:</u> 25

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Note:

- The information on students' health conditions should only be obtained from students School Health Examination form and cannot be counted if the only documentation for the condition is on the cumulative health record or if medication is administered for the condition.
- Health Conditions Data reporting must be consistent with confidentiality requirements imposed by the federal Family Educational Rights and Privacy Act (FERPA). To comply with FERPA requirements, you will **not** be able to enter any number of students less than five in any of the Health Conditions District Totals in the Health Commerce System (HCS).
- If you have less than five students (0, 1, 2, 3, or 4) for a condition for the district total. Leave BLANK. DO NOT ENTER ANY NUMBER OF STUDENTS LESS THAN FIVE into the Health Commerce System.