**Instructions for School Nurses and School Medical Directors  
 Related to Completion of the Required NYS School Health Examination Form**

Dear School Nurse and School Medical Director,

All health examinations performed for public school students when they are a new student in a school district and when they enter Pre-K or Kindergarten, and grades 1, 3, 5, 7, 9, and 11, must be documented on the [NYS Required Health Examination Form](http://www.p12.nysed.gov/sss/documents/health-exam-form.pdf) or an Electronic Health Record (EHR) equivalent health exam form which may not look the same, but presents the same information in relatively the same order as indicated in the instructions - pursuant to Education Law:

* [NYS Required Health Examination Form](http://www.p12.nysed.gov/sss/documents/health-exam-form.pdf)This is the approved PDF form for documenting school health examinations performed
* [Instructions for Completion of the New York State School Health Examination EHR Compatible Form](https://www.p12.nysed.gov/sss/documents/NewSchoolformInstrucfinal2.16.20.pdf) This instruction sheet was created to help healthcare providers complete the entire [NYS Required Health Examination Form](http://www.p12.nysed.gov/sss/documents/health-exam-form.pdf). It also provides guidance on creating an acceptable EHR Equivalent form.

**ONLY the approved form or an EHR equivalent health exam form with the required components and in relatively the same presentation order will be accepted by schools for health examinations conducted.**

These resources should be reviewed by the school medical director and administration and modified as needed to align with local school district needs before use.

We recommend:

* Posting this information on the school website, asking teachers to share this information via their classroom newsletter/updates, and sending paper copies where possible to ensure equitable access for all parents/guardians of the above resources. When sending paper copies please include a copy of the Required Health Examination Form for parents/guardians.
* Reaching out and sharing this information with local healthcare provider groups will assist with compliance. These resources are available on the New York State Center for School Health (NYSCSH) website at [www.schoolhealthny.com](http://www.schoolhealthny.com/).

The resources include:

* **Sample: Parent/Guardian Notification Regarding the Completion of the Required School Health Examination Form.** This document informs parents/guardians that only the NYS Required Form or an EHR equivalent form will be accepted by the school.
* **Sample: Healthcare Provider Notification Regarding the Completion of the Required School Health Examination Form.** This document informs healthcare providers that only the NYS Required Form or an EHR equivalent health exam form will be accepted by the school.
* **NYSCSH FAQs Related to the Required Health Examination Form**  
  Provides answers to questions received by the Center regarding required health form use.

This sample resource is located at [www.schoolhealthny.com](http://www.schoolhealthny.com) – 10/31/2023