



# SYRACUSE CITY SCHOOL DISTRICT

Department of Student Registration  
1005 W. Fayette St., Floor 4, Syracuse, NY 13204  
Phone 315·435·4545· Fax 315·435·6210  
Registration@scsd.us

Jaime Alicea  
Superintendent of Schools

**The Syracuse City School District requires parents or persons in parental relation to provide the following documentation when registering a child for school:**

## **A). Proof of Address (1 document required)**

The Syracuse City School District requests submission of one proof of address. The item must include the name of a parent or guardian and must be dated within 30 days prior to registration.

- 1). A copy of a residential lease or proof of ownership of a house or condominium, such as a deed or mortgage statement; or
- 2). A statement signed by a third-party landlord, owner, or tenant from whom the parents or person(s) in parental relation leases or with whom they share property within the District, which may be either sworn or unsworn; or
- 3). Some other signed statement from a third party establishing the parent(s)' or person(s) in parental relation's physical presence within the District

**PLEASE NOTE: If the documentation listed above is not available, the District will consider other documentation of residency, which may include, but will not be limited to the following:**

- Pay stub
- Income tax form
- Utility or other bills
- Membership documents based on residency
- Voter registration documents
- Official driver license, learner permit, or non-driver identification;
- State or other government issued identification or documents relating to government services or benefits
- Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement)
- Evidence of custody of the child, including, but not limited to judicial custody orders or guardianship papers

## **IMPORTANT NOTE: EVIDENCE OF CUSTODY OR GUARDIANSHIP**

The District may also require parent(s) or persons in parental relation to provide an affidavit either:

- 1) indicating that they are the parent(s) with whom the child lawfully resides; or
- 2) indicating that they are the person(s) in parental relation to the child, over whom they have total and permanent custody and control, and describing how they obtained total and permanent custody and control, whether through guardianship or otherwise.

The District will also accept other proof, such as documentation indicating that the child resides with a sponsor with whom the child has been placed by a federal agency, if applicable.

## B). Proof of Age (1 document required)

1. A **certified transcript of a birth certificate** or **record of baptism**, including a certified transcript of a foreign birth certificate or certificate of baptism.
2. *If* a certified transcript of a birth certificate or record of baptism is not available, *then* the District will accept a **certified passport**, including a foreign passport, to establish the child's age.
3. *If* neither a certified transcript of a birth certificate or record of baptism, or a passport, is available, *then* the District will consider **other documentation**, including but not limited to the types in this list, provided that those documents have been in existence for two (2) years or more:
  - Official driver's license for the child;
  - State or other government issued identification;
  - School photo identification with date of birth;
  - Consulate identification card;
  - Hospital or health records;
  - Military dependent identification card;
  - Documents issued by federal, state or local agencies (e.g. local social service agency, federal Office of Refugee Resettlement);
  - Court orders or court-issued documents;
  - Native American tribal documents; or
  - Records from non-profit international aid agencies and voluntary organizations.

## C). Physical and Immunization Records

The District must obtain proof of immunization, as required by Section 2164(7) of the New York State Public Health Law, or lawful exemption from that requirement, before a student may attend school. Those requirements can also be reviewed in Board Policy 7022. Therefore, the District requires the following:

- Physical Exam Records (signed by a physician or clinical staff)
- Up-to-Date Immunizations

**IMPORTANT NOTE:** The District may exclude any student who has not received the required immunizations. The District requests that families provide a copy of an appointment card or letter with the appointment date(s) if the student is not up-to-date on their immunizations. The District may also exclude an enrolled student from attending school when the student has a communicable or infectious disease that imposes a significant risk of infection of others, as required by Section 906 of the New York State Education Law.

Students are allowed 14 days from the date they start school to receive the necessary immunizations before being excluded from school. Refugee students and students from out-of-state are allowed 30 days, when the district receives documentation of a Good Faith Effort (GFE) such as an appointment card or other statement from the provider's office that includes the appointment date.

## D). Additional Documentation

The Syracuse City School District requests submission of the latest report card or transcripts for children entering grades 1 through 12. A current Individualized Education Program (IEP) should be submitted for all children who receive special education services. This enables the district to ensure appropriate grade level placement, and the provision of services and supports to meet the individualized needs of each child. If this information is not available at the time of registration, the district will request records from the previous school of enrollment to obtain the required documentation.



# 2017 MCKINNEY VENTO – PreK – 12 HOUSING QUESTIONNAIRE

Date: \_\_\_\_\_ Current School attending \_\_\_\_\_

**This form will help the district determine identification of a homeless/temporarily housed/sheltered student in our District. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school WITHOUT documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act ARE ENTITLED TO FREE LUNCH AND may also be entitled to transportation and other services. Guiding Question: Is night time residence FIXED – REGULAR – ADEQUATE due to LOSS of permanent housing?**

Student's Name: \_\_\_\_\_  
*Last*
*First*
*Middle*

School: \_\_\_\_\_ Grade: \_\_\_\_ ID#: \_\_\_\_\_  Male  Female DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Yr.

New Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Is the entire family at this address?  Yes  No

*Is your current address a temporary living arrangement  Yes  No If so, is this due to loss of housing or economic hardship? Yes  No  If you checked yes in either box, please continue to fill out this form in its entirety. If you checked no, please do not continue to write below the line.*

**Where is the student currently living? (Please check one box.)**

- In a shelter (S)
- With another family or other person because of a loss of housing, economic hardship or similar reason (also called temporarily living "doubled-up" (D)
- In a hotel or motel (H)
- In a car, park, bus, train station, campsite, or public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings (O)
- Unaccompanied youth (U)-any age, not accompanied by a guardian
- CPS Direct Placement
- Permanent Housing \_\_\_\_\_ effective date \_\_\_\_\_

**School of Origin** \_\_\_\_\_ **Bus Pass** \_\_\_\_\_ **Centro 1 way ride** \_\_\_\_\_ **school bus** \_\_\_\_\_

***Student automatically qualifies for Free School Meals***

**Parent, Guardian, Unaccompanied Student Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**District of Origin** \_\_\_\_\_

Sibling Name	School Attending	Temporary Or	Permanent
Are all siblings at same address?	Did you notify other schools?	Address	Address

Person completing this form \_\_\_\_\_ Agency \_\_\_\_\_ date \_\_\_\_\_

*CRC Revised January 2017*

*This form to accompany STAC 202*

***Email this Form and STAC 202 to Registration@scsd.us***





Lisette Colón-Collins, Assistant Commissioner  
Office of Bilingual Education and World Languages

55 Hanson Place, Room 594  
Brooklyn, New York 11217  
Tel: (718) 722-2445 / Fax: (718) 722-2459

89 Washington Avenue, Room 528EB  
Albany, New York 12234  
(518) 474-8775 / Fax: (518) 474-7948

## Home Language Questionnaire (HLQ)

*Dear Parent or Guardian:  
In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the sections below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated. Thank you.*

**Please write clearly when completing this section.**

<b>STUDENT NAME:</b>		
_____		
<i>First</i>	<i>Middle</i>	<i>Last</i>
<b>DATE OF BIRTH:</b>		<b>GENDER:</b>
_____		<input type="checkbox"/> Male
<i>Month</i>	<i>Day</i>	<i>Year</i>
_____		<input type="checkbox"/> Female
<b>PARENT/PERSON IN PARENTAL RELATION INFO:</b>		
_____		
<i>Last Name</i>	<i>First Name</i>	<i>Relation to Student</i>
_____	_____	_____

HOME LANGUAGE CODE

_____
-------

### Language Background (Please check all that apply.)

1. What language(s) is(are) spoken in the student's home or residence?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____
			<i>specify</i>
2. What was the first language your child learned?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____
			<i>specify</i>
3. What is the Home Language of each parent/guardian?	<input type="checkbox"/> Mother	_____	<input type="checkbox"/> Father
		<i>specify</i>	<i>specify</i>
	<input type="checkbox"/> Guardian(s)	_____	<i>specify</i>
4. What language(s) does your child understand?	<input type="checkbox"/> English	<input type="checkbox"/> Other	_____
			<i>specify</i>
5. What language(s) does your child speak?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not speak
		<i>specify</i>	
6. What language(s) does your child read?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not read
		<i>specify</i>	
7. What language(s) does your child write?	<input type="checkbox"/> English	<input type="checkbox"/> Other	<input type="checkbox"/> Does not write
		<i>specify</i>	

### THIS SECTION TO BE COMPLETED BY DISTRICT IN WHICH STUDENT IS REGISTERED:

SCHOOL DISTRICT INFORMATION:

STUDENT ID NUMBER IN NYS STUDENT INFORMATION SYSTEM:

District Name (Number) & School

Address

## Home Language Questionnaire (HLQ)—Page Two

<b>Educational History</b>
8. Indicate the total number of years that your child has been enrolled in school _____
9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them. Yes*    No    Not sure <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> *If yes, please explain: _____
How severe do you think these difficulties are? <input type="checkbox"/> Minor <input type="checkbox"/> Somewhat severe <input type="checkbox"/> Very severe
10a. Has your child ever been <u>referred</u> for a special education evaluation in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes*    *Please complete 10b below
10b. *If referred for an evaluation, has your child ever <u>received</u> any special education services in the past? <input type="checkbox"/> No <input type="checkbox"/> Yes – Type of services received: _____
Age at which services received (Please check all that apply): <input type="checkbox"/> Birth to 3 years (Early Intervention) <input type="checkbox"/> 3 to 5 years (Special Education) <input type="checkbox"/> 6 years or older (Special Education)
10c. Does your child have an Individualized Education Program (IEP)? <input type="checkbox"/> No <input type="checkbox"/> Yes
11. Is there anything else you think is important for the school to know about your child? (e.g., special talents, health concerns, etc.) _____ _____ _____
12. In what language(s) would you like to receive information from the school? _____

_____ <i>Signature of Parent or of Person in Parental Relation</i>	Month: _____	Day: _____	Year: _____
_____ <i>Date</i>			
Relationship to student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: _____			

OFFICIAL ENTRY ONLY - NAME/POSITION OF PERSONNEL ADMINISTERING HLQ	
NAME: _____	POSITION: _____
IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:	
NAME/POSITION OF QUALIFIED PERSONNEL REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW	
NAME: _____	POSITION: _____
ORAL INTERVIEW NECESSARY: <input type="checkbox"/> No <input type="checkbox"/> Yes	
**DATE OF INDIVIDUAL INTERVIEW: _____ <small>MO.    DAY    YR.</small>	OUTCOME OF INDIVIDUAL INTERVIEW: <input type="checkbox"/> ADMINISTER NYSITELL <input type="checkbox"/> ENGLISH PROFICIENT <input type="checkbox"/> REFER TO LANGUAGE PROFICIENCY TEAM
NAME/POSITION OF QUALIFIED PERSONNEL ADMINISTERING NYSITELL	
NAME: _____	POSITION: _____
DATE OF NYSITELL ADMINISTRATION: _____ <small>MO.    DAY    YR.</small>	PROFICIENCY LEVEL ACHIEVED ON NYSITELL: <input type="checkbox"/> ENTERING <input type="checkbox"/> EMERGING <input type="checkbox"/> TRANSITIONING <input type="checkbox"/> EXPANDING <input type="checkbox"/> COMMANDING
FOR STUDENTS WITH DISABILITIES, LIST ACCOMMODATIONS, IF ANY, ADMINISTERED IN ACCORDANCE WITH IEP PURSUANT TO CSE RECOMMENDATION: _____ _____	



# SYRACUSE CITY SCHOOL DISTRICT

Department of Student Registration  
1005 West Fayette St, 4<sup>th</sup> Floor, Syracuse, NY 13204

**Jaime Alicea**  
*Superintendent of Schools*

## Request for Records

Date: \_\_\_\_\_

The student named below has entered our school district.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

### Releasing School:

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

### Requesting School:

Syracuse City School District – Registration Center  
Name of Registrar: \_\_\_\_\_  
Phone: (315) 435-4545  
Fax: (315) 435-6210

Please fax or mail the following records for enrollment:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Current transcript</li> <li>2. Grades at time of withdrawal</li> <li>3. Summer school grades</li> <li>4. Report cards from prior schools</li> <li>5. Standardized/State test scores</li> <li>6. Birth certificate</li> <li>7. Immunizations and latest physical</li> <li>8. Discipline Records</li> </ol> | <ol style="list-style-type: none"> <li>9. Special Education Records, if applicable:               <ol style="list-style-type: none"> <li>A. Current IEP</li> <li>B. Latest psychological report</li> <li>C. 504 (active or inactive)</li> <li>D. Speech evaluation</li> <li>E. Social history</li> <li>F. Related services report</li> <li>G. If declassified, what test mods continue</li> </ol> </li> </ol> |
|---|---|

### Parent/Guardian Consent:

My consent is given for academic records and/or all other pertinent information to be released to the Syracuse City School District. All information obtained will be kept strictly confidential. I give permission for Syracuse City School District to obtain verbal clarification on any information received. **According to the Final Regulations-Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools.**

This student qualifies under McKinney Vento  Yes or  No (please check box). Per M-V Section 722 (g)(3)(c); N.Y. Education Law Subsection 3209 (2)(3)-(f) within five (5) days of receiving a records request from the new school, the District in which the student was last enrolled must forward all records to the new school.

Print Name – Parent/Guardian

Signature – Parent/Guardian

Parent/Guardian Phone Number: \_\_\_\_\_







# SYRACUSE CITY SCHOOL DISTRICT

## Health Services

725 Harrison St. · Syracuse, NY 13210  
Phone 315·435·4145 · Fax 315·435·4859

**Jaime Alicea**  
Superintendent of Schools

Date: \_\_\_\_\_

Dear Parents/Guardians of Pre-Kindergarten and Kindergarten Children:

We look forward to welcoming your child to a new school year. We are writing to remind you New York State requires each student have a physical examination upon entering school at Pre-K or K, and if they are new to the school district.

**The school district does not provide physical exams.** Your own family doctor should do the exam. They know your child well and can measure any changes in your child's health. If needed, they can do referrals for glasses, dentist, etc., at the same time. Enclosed is a blank form that you can ask your doctor to fill out. Please bring it to the Central Registration office when you register your child for school.

I will provide a physical exam by my own provider. Appointment is scheduled on \_\_\_\_\_.  
(Date)

For further information, please contact the Health Services Office at 435-4145.

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**School**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

The Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, Native American ancestry/ethnicity, creed, religion, marital status, sex, age, or disability.





# SYRACUSE CITY SCHOOL DISTRICT

**Health Services**  
725 Harrison St. · Syracuse, NY 13210  
Phone 315·435·4145 · Fax 315·435·4859

**Jaime Alicea**  
Superintendent of Schools

## PHYSICIAN'S REPORT OF PHYSICAL EXAMINATION

*NYSED requires an annual physical exam for new entrants, students in Grades K, 2, 4, 7 and 10, sports, working permits and triennially for the Committee on Special Education (CSE)*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Gender:  M  F Grade: \_\_\_\_\_ Date of Physical Examination: \_\_\_\_\_

### IMMUNIZATIONS/HEALTH HISTORY

Immunization record attached  
 No immunization given today  
 Immunizations given since last Health Appraisal:

Sickle Cell Screen:  Positive  Negative  Not done Date: \_\_\_\_\_  
 PPD:  Positive  Negative  Not done Date: \_\_\_\_\_  
 Elevated Lead:  Positive  Negative  Not done Date: \_\_\_\_\_  
 Dental Referral:  Positive  Negative  Not done Date: \_\_\_\_\_

Significant Medical/Surgical History:  See attached \_\_\_\_\_

Specify Current diseases:  Asthma Diabetes:  Type 1  Type 2  Hyperlipidemia  Hypertension

Other \_\_\_\_\_

Allergies:  LIFE THREATENING  Food: \_\_\_\_\_  Insect: \_\_\_\_\_  Other: \_\_\_\_\_

Seasonal  Medication: \_\_\_\_\_

### PHYSICAL EXAM

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

Referral

<b>Body Mass Index:</b> _____ . _____ Weight Status Category (BMI Percentile): <input type="checkbox"/> less than 5 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> – 49 <sup>th</sup> <input type="checkbox"/> 50 <sup>th</sup> – 84 <sup>th</sup> <input type="checkbox"/> 85 <sup>th</sup> – 94 <sup>th</sup> <input type="checkbox"/> 95 <sup>th</sup> – 98 <sup>th</sup> <input type="checkbox"/> 99 <sup>th</sup> + higher	<b>Vision</b> – without glasses/contact lenses	R	L	
	<b>Vision</b> – with glasses/contact lenses	R	L	
	<b>Vision</b> – Near Point	R	L	
	<b>Hearing</b> <input type="checkbox"/> Pass 20 db sc both ears or:	R	L	

EXAM ENTIRELY NORMAL **Tanner:** I. 11. 111. 1V. V. **Scoliosis:**  Negative  Positive: \_\_\_\_\_

Specify any abnormality \_\_\_\_\_

### MEDICATIONS

**Medications** (list all):  None  Additional medications \_\_\_\_\_

Name: \_\_\_\_\_ Dosage/Time: \_\_\_\_\_

Name: \_\_\_\_\_ Dosage/Time: \_\_\_\_\_

Duration of Med order\*:  school year  other, please specify: \_\_\_\_\_

Reason for Med order/Diagnosis\* \_\_\_\_\_

I assess this student to be self-directed  Yes  No

Student may self carry and self-administer medication  Yes  No

Student may self carry and self-administer medication on a field trip  Yes  No

**Note:** Nurse will also assess self-direction for the school setting. Please advise parent to send in additional medication in the event that emergency sheltering is necessary at school or if the morning medication has not been given.

### PHYSICAL EDUCATION/SPORTS/PLAYGROUND/WORK QUALIFICATION/CSE CONSIDERATION

**Free from contagions & physically qualified for all physical education, sports, playground, work & school activities OR only as checked:**  
 \_\_\_\_\_ Limited contact: cheerlead, gymnastics, ski, volleyball, cross-country, handball, fence, baseball, floor hockey, softball

\_\_\_\_\_ Non-contact: badminton, bowl, golf, swim, table tennis, archery, weight train, crew, dance, track, run, walk, rope jump

**Specify medical accommodations needed for school:** \_\_\_\_\_  None

**Known or suspected disability:** \_\_\_\_\_

**Restriction:** \_\_\_\_\_

**Protective equipment required:**  Athletic Cup  Sport goggles/impact resistant eyewear  Other: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_ NYS License #\* \_\_\_\_\_

Provider's Name/Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Provider's Stamped Information:

*\*Required This exam complies with NYSED requirements above and is valid for twelve months, with the exception of any illness or injury lasting more than five days that will require review by private healthcare provider and the school medical director.*

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# SYRACUSE CITY SCHOOL DISTRICT

Health Services  
725 Harrison Street · Syracuse, NY 13210  
Phone 315·435·4145 · Fax 315·435·4859

Jaime Alicea  
Superintendent of Schools

## Health History Form

Name of Student: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Sex M  F

Today's Date \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Has this child ever attended a Syracuse City School? No  Yes  School attended \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

Doctor's Name \_\_\_\_\_ When was last visit? \_\_\_\_\_

Dentist's Name \_\_\_\_\_ When was last visit? \_\_\_\_\_

Insurance \_\_\_\_\_ Medicaid # \_\_\_\_\_ SSI# \_\_\_\_\_

**Pregnancy & Delivery:** Birth weight \_\_\_\_\_ # \_\_\_\_\_ oz. Length of pregnancy \_\_\_\_\_ weeks Labor: \_\_\_\_\_ hrs

Type of delivery  Vaginal  C-section Complications? \_\_\_\_\_

**Growth and Development** Please fill in age at which your child

Sat up \_\_\_\_\_ Crawled \_\_\_\_\_ Walked \_\_\_\_\_ Talked \_\_\_\_\_ Toilet Trained \_\_\_\_\_

**Please give a brief description of the following regarding your child:**

Medications: \_\_\_\_\_ Allergies: \_\_\_\_\_

Serious Illnesses: \_\_\_\_\_

Accidents: \_\_\_\_\_ Date(s): \_\_\_\_\_

Surgeries/Hospitalizations/ER Visits \_\_\_\_\_ Date(s): \_\_\_\_\_

**Has your child had any problems with?**

Please explain in the space below.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Asthma Diagnosis           | <input type="checkbox"/> Eye Problems/glasses   | <input type="checkbox"/> Seizures                |
| <input type="checkbox"/> Blood Disorder/Sickle Cell | <input type="checkbox"/> Heart Problems   | <input type="checkbox"/> Skin rashes             |
| <input type="checkbox"/> Chicken Pox                | <input type="checkbox"/> Hepatitis <input type="checkbox"/> A or <input type="checkbox"/> B | <input type="checkbox"/> Speech Problems         |
| <input type="checkbox"/> Ear Problems               | <input type="checkbox"/> Increased lead levels  | <input type="checkbox"/> Tuberculosis            |
| <input type="checkbox"/> Emotional Problems         | <input type="checkbox"/> Limitations on activities  | <input type="checkbox"/> Other medical condition |

Please explain any of the above or add additional information that will help us to help your child.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special equipment/supplies needed \_\_\_\_\_

Are there any major health problems of any other family members? Explain. \_\_\_\_\_

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# SYRACUSE CITY SCHOOL DISTRICT

## Health Services

725 Harrison Street · Syracuse, NY 13210  
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**Jaime Alicea**

Superintendent of Schools

## AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION TO SCHOOLS

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian of the child named, the completion of this form authorizes your doctor, \_\_\_\_\_ to disclose your child's confidential health-related information to his or her school.

(name of MD)

The purpose for disclosing this information is to promote the accurate exchange of health information and for the coordination of care and treatment with the child's school. This is important information for many reasons. For example the school may need to know this information in order to give medications, monitor the child's illness, and keep track of immunizations.

This authorization limits the disclosure of information to the following:

- Immunization information
- Physical exam reports
- Laboratory tests
- Medications and treatments

This authorization form does not allow the disclosure of confidential health information that is given special protection under the law. This includes HIV-related information, substance abuse information, psychiatric information and genetic information; the disclosure of this information requires a different specific form.

The information will be disclosed to the school in the school district indicated below until you tell us that the child is no longer an enrolled student at the school. You may revoke this authorization at any time by notifying the child's healthcare provider in writing. Revoking this authorization means that we will no longer disclose the child's information to their school. The child's healthcare will not be affected if you do not authorize us to disclose their information to the school. In other words, we will not refuse your child treatment if you do not sign this authorization. The information we disclose to the school may be redisclosed to others by the school if the school is not required under law to protect the confidentiality of this information. You will be given a copy of this completed authorization to keep for your records.

\_\_\_\_\_  
Child's Name (print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Parent/Guardian's Name (print)

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
School

Please return to School Nurse.







# SYRACUSE CITY SCHOOL DISTRICT

## Health Services

725 Harrison St. · Syracuse, NY 13210  
 Phone 315·435·4145 · Fax 315·435·4859

**Jaime Alicea**  
 Superintendent of Schools

### Dental Health Certificate

Parent/Guardian: New York State law (Chapter 281) permits schools to request a dental examination in the following grades: school entry, K, 2, 4, 7, & 10. Please complete Section 1 and **take this form to your dentist for an assessment**. If your child had a dental check-up before he/she started the school, ask your dentist to fill out Section 2. Return the completed form to the school's medical director or school nurse as soon as possible.

#### Section 1. To be completed by Parent or Guardian (Please Print)

Child's Name: Last First Middle

Birth Date:

Sex:  Male  Female

Will this be your child's first visit to a dentist?  Yes  No

School:

Grade

Have you noticed any problem in the mouth that interferes with your child's ability to chew, speak or focus on school activities?  Yes  No

I understand that by signing this form I am consenting for the child named above to receive a basic oral health assessment. I understand this assessment is only a limited means of evaluation to assess the student's dental health, and I would need to secure the services of a dentist in order for my child to receive a complete dental examination with x-rays if necessary to maintain good oral health.

I also understand that receiving this preliminary oral health assessment does not establish any new, ongoing or continuing doctor-patient relationship. Further, I will not hold the dentist or those performing this assessment responsible for the consequences or results should I choose NOT to follow the recommendations listed below.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Section 2. To be completed by the Dentist

**I. The Dental Health condition of \_\_\_\_\_ on \_\_\_\_\_ (date of exam) The date of the exam needs to be within 12 months of the start of the school year in which it is requested. Check one:**

Yes, The student listed above is in fit condition of dental health to permit his/her attendance at the public schools.

No, The student listed above is not in fit condition of dental health to permit his/her attendance at the public schools.

**NOTE:** Not in fit condition of dental health means that a condition exists that interferes with a student's ability to chew, speak or focus on school activities including pain, swelling or infection related to clinical evidence of open cavities. The designation of not in fit condition of dental health to permit attendance at the public school does not preclude the student from attending school.

Dentist's name and address (please stamp)

Dentist's Signature

*Optional Sections - If you agree to release this information to your child's school, please initial here.*

#### II. Oral Health Status (check all that apply).

Yes  No **Caries Experience/Restoration History** – Has the child ever had a cavity (treated or untreated)? [A filling (temporary/permanent) OR a tooth that is missing because it was extracted as a result of caries OR an open cavity].

Yes  No **Untreated Caries** – Does this child have an open cavity? [At least ½ mm of tooth structure loss at the enamel surface. Brown to dark-brown coloration of the walls of the lesion. These criteria apply to pits and fissure cavitated lesions as well as those on smooth tooth surfaces. If retained root, assume that the whole tooth was destroyed by caries. Broken or chipped teeth, plus teeth with temporary fillings, are considered sound unless a cavitated lesion is also present].

Yes  No **Dental Sealants Present**

Other problems (Specify): \_\_\_\_\_

#### III. Treatment Needs (check all that apply)

No obvious problem. Routine dental care is recommended. Visit your dentist regularly.

May need dental care. Please schedule an appointment with your dentist as soon as possible for an evaluation.

Immediate dental care is required. Please schedule an appointment immediately with your dentist to avoid problems

## FACILITIES OFFERING DENTAL SERVICES

<b>Provider</b>	<b>Address</b>	<b>Telephone</b>
Loretto Geriatric Center	700 E. Brighton Ave.	469-5561
St. Joseph's Hospital Health Center	301 Prospect Ave.	448-5477
Syracuse Community Health Center	819 S. Salina St.	476-7921
Syracuse Community Health Center	1938 E. Fayette St.	474-4077
Syracuse Community Health Center	603 Oswego St.	424-0800
University Hospital SUNY Health Science Center	750 E. Adams St.	464-4320

The Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, Native American ancestry/ethnicity, creed, religion, marital status, sex, age, or disability.

## SCSD Health Services Registration Requirements

### Health Information Checklist

We must receive the following documentation to register your child for school:

- A shot record
- Physical exam form (signed by your physician)
- Completed SCSD Health History Form
- Emergency phone numbers
- A dental form signed by your dentist is requested.

If your child has a chronic health problem (diabetes, asthma, etc...) or other serious medical issues, you must bring:

- A physical exam form completed within the past year
- Signed Authorization of Information form giving permission for the nurse to speak with your child's doctor, if and when necessary. You can obtain this form and sign it when you register.

If you are registering your child for PreK:

- Bring a completed physical exam form. The exam must have taken place within the past year.