

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

May 29, 2013

Dear Superintendent/School Nurse:

Pursuant to New York State Education Law Sections 903 and 904, your school district has been selected to report Student Weight Status Category information for the 2013-2014 school year. A complete list of school districts selected to report is available at the following website <http://www.schoolhealthservicesny.com>.

Student Weight Status Category information should be collected from the health certificates/appraisals forms submitted to the schools during the previous school year. Schools in the districts selected to report for the 2013-2014 school year will submit the information from the 2012-2013 health certificate/appraisal forms for students that were in grades Pre-K, K, 2, 4, 7 and 10 during 2012-2013. This information should be collected and tallied by the School Nurses and submitted to the School District Nurse Coordinators, who will then compile and aggregate the information for the entire district prior to reporting it to the Department of Health. Information will be reported using the Health Commerce System, the Department of Health's secure internet site used to submit immunization, absenteeism and student weight status category data.

Each student's health examination is required to include Body Mass Index (BMI) and determination of weight status. However, if a parent requests that this information not be included as part of the aggregated summary report submitted to the New York State Department of Health, then the student's information should be excluded. The district must notify parents, or persons in a parental relationship, of the right to exclude their child's weight status information from the survey. This notice must be provided in a language the parent can understand. Such notice may be provided via the school newsletter, website, the Kindergarten registration packet, and/or other reasonable means. Sample language is available at the website referenced below.

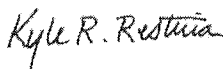
The following reference and instruction documents can be accessed through the New York Statewide School Health Services Center's web site at www.schoolhealthservicesny.com under the Section "Data Reporting":

- Sample parental notification language in English and Spanish
- Frequently Asked Questions about Weight Status Category Reporting
- Health Commerce System affiliation request and instructions
- Health Commerce System account creation and role assignment instructions
- Tally sheet and instructions for data collection and reporting at the school level
- Tally sheet and instructions for data collection reporting at the district level
- Instructions for accessing, entering and submitting data on the Student Weight Status Category Survey and the Obesity-Related Health Conditions Survey

All Student Weight Status Category Surveys must be submitted via the Health Commerce System by **Friday, January 31, 2014**. Failure to complete and submit the survey is a violation of Education Law. In addition, these surveys are subject to audit by the Commissioner of Health.

Your participation in the survey is appreciated. If you have questions, please call (518) 408-5126.

Sincerely,



Kyle R. Restina
Coordinator, Obesity Prevention Program