



NEW ADMISSION EXAM NOTICE

Name of Child: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Date \_\_\_\_\_

Dear Parent/Guardian,

Good health is important for learning. The Office of School Health helps families keep their children healthy and ready to learn. The New York City Public Health Code (Article 49.05) and the Department of Education Chancellor’s Regulation (A-701) require that all students entering a public school for the first time have a complete medical examination. The results of this exam, recorded on the Child and Adolescent Health Examination Form (CH205), help us care for your child at school. This form MUST be:

- Filled out by a licensed doctor, nurse practitioner or physician assistant
- Completed no more than 12 months before starting school
- Returned to the school nurse

If your child is less than 5 years old at the time of the exam, a new CH205 form must be submitted after your child’s 5<sup>th</sup> birthday.

Please see the *New Admission Exam Frequently Asked Questions* on the back of this page for more information on this requirement.

**To date, we do not have a completed CH205 form for your child on file.** Please ask your child’s medical provider to complete the enclosed form. **Please return the completed form to the school nurse by \_\_\_/\_\_\_/\_\_\_.** If you have questions or need help finding a doctor or a health insurance plan, please call the school nurse at \_\_\_\_\_, between 9 AM and 3 PM.

We strongly encourage you to schedule a visit with your child’s medical provider and have the CH205 form completed. If the form is not received, we will need to schedule your child for an exam with an Office of School Health Physician.

Thank you for your cooperation.

Sincerely,

Cheryl Lawrence, MD  
Medical Director  
Office of School Health



## NEW ADMISSION EXAM: FREQUENTLY ASKED QUESTIONS (FAQs)

### **What is a New Admission Exam?**

A New Admission Exam is a complete medical examination for all students entering New York City schools. The New York City Public Health Code (Article 49.05) and the Department of Education Chancellor's Regulation (A-701) require the New Admission Exam. **This exam is required.**

The exam must include the following:

- Medical History
- Developmental Assessment
- Nutritional Evaluation
- Weight
- Height
- Body Mass Index
- Blood Pressure
- Vision Screening
- Hearing Screening
- Dental Screening

### **What is a Child and Adolescent Health Examination Form (CH205)?**

The Child and Adolescent Health Examination Form (CH205) is proof that the New Admission Exam was performed. This form must be:

- **Filled out by a licensed doctor, nurse practitioner, or physician assistant**
- **Completed no more than 12 months before starting school**
- **Returned to the school nurse**

If your child is less than 5 years old at the time of the exam, a new CH205 form must be submitted after your child's 5<sup>th</sup> birthday.

### **What can I do if my child does not have a medical provider who can fill out the CH205?**

Every child in New York State is able to get health insurance coverage and a medical provider. If you have questions or need help finding a provider or a health insurance plan, please call the school nurse. **The Office of School Health strongly recommends that you find a medical provider for your child and that your child get a yearly check-up.** Your child's provider should fill out the CH205 with the most recent medical examination results.

If the Office of School Health does not receive a completed CH205 form, your child may be scheduled for a medical examination by an Office of School Health Physician. Please note that the Office of School Health will perform a basic medical exam; this exam does not replace the yearly check-up that should be performed by your child's medical provider.

If your child is scheduled for an Office of School Health Physician exam:

- The exam will be done in the school's medical room. A screen may be used to make the exam more private.
- The school nurse or other Office of School Health staff will stay with your child during the exam.
- **To be examined, your child will be asked to take off their clothes**, including tights, pantyhose, socks, thermal underwear, and undershirts. Students will wear their undergarments, such as their bra and underpants, and will put on a gown for the exam.
- Genitalia or "private parts" will NOT be checked, unless the parent or guardian is present for the exam.
- The physician will NOT take blood or give immunizations. The exam does not include a comprehensive assessment of your child's behavior and development. It is very important that you go to your child's medical provider for a yearly check-up to have those services performed.

**If there are any other questions about the New Admission Exam, please contact your school nurse.**

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