



# San Diego Unified School District

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Nursing & Wellness Program  
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## CHDP PROGRAM PROCEDURE

### Creating Lists

1. At the beginning of school year check records for children without the CHDP exam on file. Verify health record and cum folders for documentation of physician exam on all first graders dated within 18 months before or 90 days
2. After first grade entry. (Annual report due in December)
3. After December check records on all kindergartners. **NOTE:** If prior exam date is more than six months before kindergarten entry, additional exam will be needed to meet first grade entry requirements.
4. A “master list” of students from the Mandated Cost Department will be sent out in October to all sites with first-graders and in January to sites with Kinders. These lists may be used to keep track of students who have no record of a CHDP exam.

### Parent Notification

1. Send and track notification packets to families of all students who have not met requirements as outlined above. Individual forms can be found on the Nursing web site / Resources for Nurses / Forms/Forms Notebook / CHDP. You may also order a parent notification packet from the County CHDP Health Coordinator by using the “*CHDP – School Material Request Form*” also found in the CHDP section of the Nursing web site.

The parent notification packet from the County Health Dept includes (Eng/Sp):

- a. “Report of Health Check-Up for School Entry” (MCH – 77).
  - b. School Entry Health Check-ups (Includes information on CHDP and how to obtain low/no-cost health insurance for children.)
  - c. Letter from Tuberculosis Control addressed to parents and healthcare providers.
2. To those parents who have not responded, a second notice should be sent. If they do not want their child to receive a check-up, they may sign the waiver on report form (MCH – 77)

### Exclusion

1. Children without an exam or waiver on the 91<sup>st</sup> day of first grade must be either exempted or excluded from school attendance for 5 days; or less if exam is submitted.
2. A school district may exempt any pupil between the first day and the 90<sup>th</sup> day after the pupil’s entrance into first grade if the parent has been notified at least twice and the parent refuses to provide either a certificate or waiver. The number of exemptions from exclusion granted may not exceed 5% of a school district’s first grade enrollment and are to be used only in extraordinary circumstances (family dysfunction, substance abuse by parents/guardians, child abuse/neglect).