



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6345

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CATEGORY: **Student, Welfare**

EFFECTIVE: **4-11-77**

SUBJECT: **State-Mandated Child Health and Disability Prevention Program**

REVISED: **4-21-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the Child Health and Disability Prevention (CHDP) Program.
2. **Related Procedures:**

Release of student information .....	6525
School nursing services .....	6340

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy H-7600; Health and Safety Code Sections 306 *et seq.*
2. **Confidentiality of Information.** All information related to health screening is confidential and shall not be released without consent of the parent/guardian. Results of examinations shall not be released to any public or private agency, even with consent of a parent/guardian, unless accompanied by a professional interpretation of what the results mean. (Health and Safety Code Section 308.9)

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Wellness Unit, Health Services Department, Student Services Division, Institute for Learning.
2. **Child Health and Disability Prevention (CHDP) Program** is administered by the County Department of Health Services; however, services may be provided to students at school by school nurses from the Wellness Unit, or by a private physician or community health agency.
3. **Parents/guardians of students entering first grade** must show proof of students' having received a comprehensive health screening within the previous eighteen (18) months, or submit a signed statement waiving these services.
  - a. **Principal or designee** shall notify the parent/guardian of this requirement prior to a child's entering first grade.

- b. **Parent/guardian** must submit satisfactory evidence of health screening services within ninety (90) days of the child's entry to first grade, or must submit a signed waiver if services are not wanted.
- c. If an exam or waiver is not on file by the 91st day, a mandatory exclusion of up to five days is required.
- d. **School district** receives reimbursement from the State Department of Health based on first grade enrollment.

## **D. IMPLEMENTATION**

### **1. Kindergarten Students**

- a. **Principal or designee** notifies all parents/guardians of CHDP requirements before students enter first grade.
- b. **Parent/guardian** forwards evidence of completion of requirement ("Health Examination Request" and/or "Report of Health Check-Up for School Entry" forms) to nurse.
- c. **School nurse/school nurse practitioner**
  - (1) May assist parent/guardian by providing appropriate screening services in school; records services given on health record.
  - (2) Attaches "Health Examination Request" form to health record or records data from "Report of Health Check-Up for School Entry" form on health record; retains certification forms in student's cumulative folder.

### **2. First Grade Enrollees**

- a. **Principal or designee** notifies all parents/guardians of CHDP requirements within first ninety (90) days of school year.
- b. On 91st day of first grade, **students without exam or waiver on file** receive formal exclusion notices.
- c. **Nurse** prepares "Report of Certificates of Examination for Entry into Grade 1" form in December of each school year; sends report to the Wellness Unit by date indicated on administrative circular.

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- d. **Wellness Unit** compiles “Annual School District and Private School Report of Screening Examinations and Waivers” form; sends report to the State Department of Health, CHDP.

**E. FORMS AND AUXILIARY REFERENCES**

1. First Grade Health Check-Ups, County Department of Health Services, HE P80, available from the Wellness Unit, Health Services Department
2. Health Examination Request, Stock Item 22-H-0700
3. CHDP Letter to Parent, Wellness Unit form HE 575-2
4. Report of Health Check-Up for School Entry, County Health Services Department form MCH 77
5. Annual School District and Private School Report of Screening Examinations and Waivers, used by the Wellness Unit
6. Student Health Record, Stock Item 22-H-1205
7. CHDP—First Grade Exam Notice of Failure to Comply, HE 1002, available from the Wellness Unit
8. CHDP—First Grade Notice of Exclusion from School Attendance, HE 1001, available from the Wellness Unit

**F. REPORTS AND RECORDS (Section D.)**

1. “Report of Health Check-Up for School Entry” forms, retained in student’s cumulative folder after data have been transferred to health records
2. “Health Examination Request” form attached to permanent health record

**G. APPROVED BY**



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For the Superintendent of Public Education