

INTERAGENCY MEMORANDUM

DATE: October 11, 2002

TO: County Health Department Directors/Administrators
Public School District Superintendents
County Health Department Nursing Directors
County Health Department School Health Coordinators

FROM: John O. Agwunobi, Secretary, Department of Health
Charlie Crist, Commissioner, Department of Education
Jim Horne, Secretary, of Florida Board of Education

SUBJECT: Revised School Entry Health Examination Form(DH Form 3040)

INFORMATION ONLY

In an effort to address the changing needs of the school age population, the Department of Health, in collaboration with the Department of Education, the Partnership for School Readiness, private practice nurses and physicians, county health departments, and local school districts has revised the *School Entry Health Exam Form* (DH Form 3040, 06/02). The revised form makes previous versions (DH Form 3040, 10/96, and HRS-H Form 3040) obsolete.

The revised form meets the requirements of s. 1003.22, F.S. (formerly s. 232.0315, F.S.) for students entering Florida's public and private schools, grades Pre-Kindergarten to 12, and also provides recommendations for school readiness screening. The new form provides better baseline information for assessing a child's preparedness for school, and for assisting school staff and nurses in planning a child's health needs while at school. It represents a significant change from previous versions. Key changes include:

- New screening recommendations for Pre-K and Kindergarten, as established by the Partnership for School Readiness.
- Part I – Child's Medical History. A health history to be completed by the child's parent or guardian.
- Part II – Medical Evaluation. An abbreviated medical evaluation that includes routine screenings and a tuberculosis (TB) risk assessment. Physicians are requested to assess the child's TB risk using the included guidelines. If the provider conducts skin testing, the test and results are confidential and would **not** be annotated on the 3040 form.
- A Guide for Completing the School Entry Health Exam. This is a supplemental instruction sheet.

Providers are encouraged to use the revised form immediately. A six-month phase in period ending December 31, 2002, is established to allow dissemination of information about the change and ensure adequate availability of the revised form. It is strongly suggested that all physicals performed on children age 0-5 years be documented on the revised form to ensure

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that the Partnership for School Readiness recommendations are considered. County health departments and school districts should take steps to make local private providers aware of the change. It is most important to assure that **no child** shall ever be denied school entry because of an outdated form.

These forms may be obtained from the local county health departments or may be ordered by contacting the Department of Health distribution center at (850) 414-8086. Distribution center staff will fax a supplemental order form that indicates the cost of the form. The office ordering the forms can fax a copy of the check and the order will be processed. The forms are available in packages of 500.

A copy of the revised form is attached, along with a guide for completing the form. Contact the Department of Health, School Health Program Office, at (850) 245-4445, or Dianne Mennitt at the Department of Education at (850) 922-3735 for questions or additional information.

JOA/sb
Attachment(s)
