



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

Wendy E. Saunders
Executive Deputy Commissioner

March 2009

Dear Superintendent/Principal/School Nurse:

Pursuant to Education Law Sections 903 and 904, a random sample of school districts has been selected to provide representative estimates of childhood obesity rates at the county level. We write to notify you that your school district is selected to report Student Weight Status Category information for the 2009-2010 school year. All public schools in a selected district will be required to report aggregated information from school health certificates/appraisals for students in pre-Kindergarten or Kindergarten and in grades 2, 4, 7 and 10. A complete list of school districts selected to report for the 2009-2010 school year is available at the website referenced below.

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 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 notice language is available at the website referenced below.

The surveys must be completed using the Health Provider Network (HPN), the New York State Department of Health's secure internet site. School staff that have already used the HPN to report immunization data or participated in the Student Weight Status Category Pilot Survey should use the same accounts. Your school district must submit an HPN affiliation request before establishing accounts for school staff.

The following reference and instruction documents can be accessed at www.schoolhealthservicesny.com under the Section "State Reporting":

- Sample parental notification language in English and Spanish
- Frequently Asked Questions about Weight Status Category Reporting
- HPN affiliation request and instructions
- HPN 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 HPN by **Friday, January 29, 2010**. 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