



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Students, Welfare**

SUBJECT: **Health Requirements for Transitional Kindergarten, Kindergarten, and First Grade Entrance**

---

**A. PURPOSE AND SCOPE**

- 1. To outline administrative procedures governing health requirements for Transitional Kindergarten, Kindergarten and first grade entrance.
- 2. **Related Procedures:**  
 School Nursing Services ..... 6340  
 Release of Directory-Type Student Information ..... 6525

**B. LEGAL AND POLICY BASIS**

- 1. **Reference:** Board policy H-7600; California Health and Safety Code, Chapter 3.
- 2. **Confidentiality of Information.** All information and results of the health screening and evaluation of each child shall be confidential and shall not be released without the informed consent of a parent or guardian of the child. The results of the health screening and evaluation shall not be released to any public or private agency, even with consent of a parent or guardian, unless accompanied by a professional interpretation of what the results mean. (California Health and Safety Code §124110)

**C. GENERAL**

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Nursing and Wellness Program, Student Services Division.
- 2. **Definition.**
  - a. **Child Health and Disability Prevention (CHDP) Program:** The Child Health and Disability Prevention (CHDP) Program is a state-mandated preventive program that delivers periodic health assessments and services to low income children and youth in California. The CHDP Program provides care coordination to assist families with medical appointment scheduling, transportation, and access to diagnostic and treatment services. The San Diego County Department of Health Services administers the program. Health assessments and services may be provided by enrolled private physicians, local health departments, community clinics, military facilities and prepaid health plans.

**D. IMPLEMENTATION**

- 1. **Transitional Kindergarten and Kindergarten students.**
  - a. Site principal/administrator or designee must notify all parents/guardians of students entering Transitional Kindergarten and Kindergarten of the Child Health and Disability Prevention (CHDP) Program requirements *prior* to enrollment.
    - (1) School staff assist parents/guardians of children who do not have a health care provider and are eligible for no-cost CHDP examinations in scheduling an appointment. The San Diego County CHDP Medical Provider Directory that lists physicians by zip code that offers no-cost examinations is available online at

SUBJECT: **Health Requirements for Transitional Kindergarten, Kindergarten, and First Grade Entrance**

NO: **6345**

PAGE: **2 OF 3**

EFFECTIVE: **4-11-77**

REVISED: **12-1-14**

---

[http://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/child\\_health\\_disability\\_prevention\\_program.html](http://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/child_health_disability_prevention_program.html).

- b. Parent/guardian forwards evidence of completion of requirement to school staff. Proof may be a completed Report of Health Check-Up for School Entry form, or a comprehensive health examination from a health care provider performed within the previous six months. Documentation from medical providers outside of the state or country is acceptable.
    - (1) School staff must provide to school nurse for review any reports that reveal a medical condition that can affect school or physical activity.
    - (2) School staff document the medical examination in the student information system, and retain the report in the Health section of the student's cumulative file.
  - c. School nurse reviews any reports of students with identified medical conditions and enters information in the health concerns database.
  - d. School staff member designated by site principal/administrator prepares Kindergarten CHDP Annual Report of Examinations and Waivers and submits the report by June 5 to the Nursing and Wellness Program. This report includes Transitional Kindergarten students.
  - e. Nursing and Wellness Program compiles all data from school sites and submits Annual School District Report of Screening Examinations and Waivers to the San Diego Health and Human Services office.
2. **First grade enrollees.**
- a. Parents/guardians of first grade students new to the district must submit a copy of the completed physical examination at registration.
  - b. If the parent/guardian does not provide a copy of the physical examination, school staff provides parent/guardian a copy of the No Physical Examination on File notice, and maintains a copy of the notice in the student's cumulative file.

## **E. FORMS AND AUXILIARY REFERENCES**

- 1. CHDP Provider Directory, available online at [http://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/child\\_health\\_disability\\_prevention\\_program.html](http://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/child_health_disability_prevention_program.html)
- 2. CHDP School Handbook, available on the CHDP website at <http://www.dhcs.ca.gov/formsandpubs/publications/Documents/CMS/CHDPPub108.pdf>
- 3. Report of Medical Examination for School Entry, MCFHS-77ES4/08, available on the Nursing and Wellness webpage at <http://www.sandi.net/Page/1527> or the San Diego CHDP website at [www.chdpsd.org](http://www.chdpsd.org)

SUBJECT: **Health Requirements for Transitional Kindergarten,  
Kindergarten, and First Grade Entrance**

NO: **6345**

PAGE: **3 OF 3**

EFFECTIVE: **4-11-77**

REVISED: **12-1-14**

- 
4. School Entry Health Check Up information sheet, available in English and Spanish on the Nursing and Wellness webpage at <http://www.sandi.net/Page/1527>
  5. CHDP Parent Notification Letter, available in English and Spanish on the Nursing and Wellness webpage at <http://www.sandi.net/Page/1527>
  6. CHDP Medical and Dental Health Check-Ups brochure, available in English and Spanish on the Nursing and Wellness webpage at <http://www.sandi.net/Page/1527>
  7. CHDP No Physical Exam on File for First Grade form, available on the Nursing and Wellness webpage at <http://www.sandi.net/Page/1527>

**F. REPORTS AND RECORDS**

1. Kindergarten CHDP Annual Report of Exams and Waivers (includes Transitional Kindergarten students)
2. Annual School District Report of Screening Examinations and Waivers
3. Pertinent health information is to be retained in student cumulative files and entered into the student information system

**G. APPROVED BY**



General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



Chief of Staff