Below is a summary of a few processes and procedures. Please take the time to read through these.

If you have any questions or have received phone calls or letters, please don't hesitate to reach out to us.

- **Absence from School**: Please report to the School Dismissal Manager and state the reason for absence. Please include any diagnosed illness. Do not hesitate to contact the nurses at **x 3043** to discuss your child's illness.

- **When to keep your child home from school: (see attached)** for information about when you should keep your child home from school.
- **Immunization Requirements for Students in Grades Prek-5:** Click here for information regarding the "2026-2027 School Year New York State Immunization Requirements for School Entrance/Attendance.
- **Mandatory Physical Examinations:** The New York State Education Department (NYSED) **requires** a physical exam for new entrants and students in Grades: Pre-K, K 1,3,5,7,9, and 11.

All medical forms are available on the school website under the Health Office tab.

- **Medications in School: Important and REQUIRED Health Office Forms:** Provider and Parent Permission to Administer Medication at School/School Sponsored Events: REQUIRED for students who need medication in school, such as over the counter (OTC) medications, prescription medicine, or inhalers (except for Epi-Pens/Auvi-Qs). **Please remember to complete the parent section and unless a self-carry, all medications must be brought in by an adult.**
- Allergy/Anaphylaxis Action Plan: REQUIRED for students who require an EPI-PENS/AUVI-Q. **Please remember to complete the parent section.**
- **Provider Attestation and Parent Permission for Independent Medication Carry and Use**: REQUIRED for students considered ready and capable of self-carrying an Epi-Pen/Auvi-Q and/or Inhaler ONLY.

If you need any clarification, please don't hesitate to contact the nurse's office, we are happy to answer any questions and address your concerns.