

2018-19 Annual K-12 Health Assessment Report Worksheet

Welcome to the 2018-19 NC Health Assessment Report and Immunization Report. You are encouraged to use this worksheet to gather your responses before entering the live survey link.

During the live survey, you will first be directed to the Health Assessment Report, then you will be automatically directed to the Immunization Report.

Health Assessment Report Instructions

Students are required to present a [Health Assessment Transmittal Form](#) within 30 calendar days of school admission. Reporting is mandated within 60 calendar days after commencement of the new school year.

As a result, reports are due no later than November 1, 2018, but may be completed at any time after the 30th calendar day from the first day of the new school year. **Private schools do not complete the Health Assessment Report.**

Immunization Report Instructions (ALL schools are subject to the Immunization Report requirements):

You will be redirected to complete the 2018-2019 Kindergarten and 7th Grade Immunization Report after completing the Health Assessment. Reports are due no later than November 1, 2018 but may be completed at any time after the 30th calendar day from the first day of the new school year. **All schools must complete the Immunization Report.**

Please click [here](#) to download a copy of the blank Kindergarten Immunization Report worksheet or click [here](#) to download a copy of the blank 7th Grade Immunization Report worksheet. The worksheets can be used as a tool to gather the information you need before entering it into this online report. When your responses are ready, please return to this page and enter them electronically. Note that you will be asked to report the kindergarten enrollment for all students-this will be **different** from the kindergarten enrollment reported in the Health Assessment Report. Do NOT submit OR mail the worksheet itself.

Please click [here](#) to download the instructions for completing the Kindergarten Immunization Report or [here](#) to download the instructions for completing the 7th Grade Immunization Report.

If you have trouble submitting either report or need technical assistance please contact Colleen Ehatt, Children & Youth Branch Data Manager, at colleen.ehatt@dhhs.nc.gov.

Please note that after clicking "Next" you will have the option to **save and continue** the survey at a later time. On the top of the screen, you will see a "Save and continue" bar; once you click this link you will be prompted to enter your email address. You will receive an edit link to this email address to use to continue and submit the survey at a later time.

Contact Information

Name of Designated Representative Completing Report:

Title of person completing this report:

Email of person completing this report:

Important Notice

During the live survey, once you click "Next" you will automatically be emailed an edit link for your report. You may use the link to review your report, make any revisions, and re-submit at any time, if necessary.

You may also [contact Colleen Ehatt at colleen.ehatt@dhhs.nc.gov](mailto:colleen.ehatt@dhhs.nc.gov) if you need to make revisions- please do NOT complete a second report.

School District Information

You will be asked to select your school type. Private schools do not have to complete the Health Assessment and will be re-directed to the Immunization Report. Note that all schools must complete the Immunization Report section of this report.

Please see the definitions of each school type below:

Local Education Agency (LEA) Schools are local public schools that are authorized by the State Board of Education and operated by a local board of education and superintendent.

Charter Schools are public schools of choice that are authorized by the State Board of Education and operated by independent non-profit boards of directors.

Private/Independent Schools are nonpublic schools of choice that are independent of the State Board of Education.

Special schools include federal schools that serve children of military families generally on military bases, DHHS operated schools, Regional schools, and DPS operated schools.

School Type:

- Public
- Private
- Charter/Lab
- Special School (Federal, DHHS, DPS, etc.)

County: (A drop-down option will be provided during the live survey)

Six-Digit School Number:

You can also look up your school code number by [clicking here](#).

Note: If you do not know your code number, please ask your school administrator or data manager. Public and federal schools have a three-digit LEA code and a three-digit school code combined into one six-digit school number. Charter schools have a two-digit numerical code followed by a one-digit letter code, followed by three zeros. Lab schools have a two-digit numerical code followed by Z, followed by three zeros.

School District:

Important Notice

PLEASE NOTE: If you are entering information for schools that have different school ID numbers, you will need to complete a separate report for each school. After submitting this report, you will be provided the link to submit a report for another school. If you are submitting a report for a school that has one school ID, but multiple campuses, please combine the information for all campuses and submit one report for the school ID.

School Information

Please select the name of your charter school: (a drop-down list will be provided during the live survey). **Be sure to select your official, full school name.**

Address:

City:

Zip Code:

Phone Number (including area code):

Principal's Name:

Principal's Email:

Contact email for questions:

Does anyone other than the school Principal or the survey respondent need to receive a copy of this report once it is submitted? If so, please enter that person's email address.:

Do you have Kindergarten students?

Yes No

Does your school serve 7th grade students?

Yes No

Does your school serve students in grades 1-12?

Yes No

Only public and public charter schools are required to report on Health Assessment Transmittal Forms. Therefore, you will be redirected to the Immunization Report. Please click "Next" to continue to the Immunization Report.

Health Assessment Report

Please note, the numbering on the Health Assessment Items below have been formatted to match the numbers on the blank word document template.

1. Kindergarten: Official School Start Date:

*Note: You must select an official school start date if you have kindergarten students enrolled.

7th Grade Official School Start Date:

*Note: You must select an official school start date if you have 7th grade students enrolled.

1-12th Grade Official School Start Date:

*Note: You must select an official school start date if you have 1 – 12 students enrolled.

Please note, for the following questions, if there are no students to report on, type "0" in the appropriate text box.

2. Health Assessment Summary (Kindergarten)

2a. Total number of kindergarten students enrolled for the first time in a North Carolina Public School. Note this is NOT the same as total students enrolled.

2b. Total number of Health Assessment Transmittal forms on file for first time kindergarten enrollees within 30 days of beginning school.:

2c. Total number of first time kindergarten students who have religious exemptions for health assessments in place within 30 calendar days of beginning school.:

3. Health Assessment Summary (1st-12th grade)*

3e. Total number of students in grades 1 – 12 that are new to NC Public Schools and enrolled in your school. Note this is NOT the same as total students enrolled.

3f. Total number of Health Assessment Transmittal Forms on file for first time enrollees within 30 calendar days of beginning school.:

3g. Total number of students who have religious exemptions for health assessments in place within 30 calendar days of beginning school.:

Please note, for the following questions, if there are no students to report on, type "0" in the appropriate text box. you should complete a separate report for each school, if you are entering data for more than one school ID.

4. Total number of Kindergarten students not in compliance:

This is calculated by the following formula: Question 2A - (2B+2C)

*Note: this value will pre-populate based on your responses to the previous questions. Please check that this total is correct. If this total is not correct, please hit "back" and correct the values entered on the previous page for questions A, B and C.

5. Total 1st through 12th grade students not in compliance:

This is calculated by the following formula: Question 3E - (3F+3G)

*Note: this value will pre-populate based on your responses to the previous questions. Please check that this total is correct. If this total is not correct, please hit "back" and correct the values entered on the previous page for questions E, F and G.

Does your school only serve grades 9-12 (High School)? If your school only serves grades 9-12, you do not need to complete the Immunization Report section and will be taken to a page to review your responses for this report and submit your report.*

Yes, my school ONLY serves grades 9-12.

No, my school serves other grades. (If this option is chosen during the live survey, you will be directed to the immunization report. **See the immunization worksheet link located at the beginning of this document**).