

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** JEA-RB, JPA-RB  
**Responsible Office:** Deputy Superintendent of Schools  
**Related Sources:** *Code of Maryland Regulations* §13A.05.05.07

### Recommended Schedule for Health Appraisals

#### I. PURPOSE

To comply with state requirements to conduct health appraisals of students entering and enrolled in the Maryland public school system.

#### II. BACKGROUND

Current and complete information about each student's health assists school authorities to determine a student's fitness to participate in the school program and to discover any health problems that require further investigation and treatment.

#### III. DEFINITION

*Health appraisal* may include health observations, and/or interviews and conferences with parents/guardians, students, educators, and other health professionals.

#### IV. PROCEDURES

##### A. Schedule

1. All children entering the school system for the first time should have a physical examination within the period of nine months before entrance or six months after entrance. A dental examination also is recommended.
2. Student health records are to be reviewed by the designated school health professional or the school health services aide. If the health records review identifies health problems or concerns, the student shall be referred to the designated school health services professional for a health appraisal.

3. Consistent with state regulations, health appraisals shall take place not later than six months after the date of entry into Montgomery County Public Schools (MCPS), and health appraisals of students with identified health problems shall be repeated as frequently as deemed necessary by the designated school health services professional.

B. Obtaining Forms

Elementary and middle school principals (including those in special schools) are responsible for obtaining the Health Inventory Forms and dental cards when ordering their annual supply of forms from the MCPS warehouse.

C. Distribution and Follow-up

1. The principal and the school community health nurse (SCHN) will plan for the distribution and follow-up of the medical and dental forms. These forms along with appropriate cover letter (sample available from SCHN) are to be distributed to parents of all students entering kindergarten and parents of Grade 6 students (and appropriate special education students) as early as possible in the second semester.
2. The prompt review of current medical and dental evaluation reports as they are received and their interpretation to the faculty concerned should be given high priority by the SCHN, so that necessary follow-up of findings can be initiated as soon as possible.
3. A check list should be kept in the school indicating the names of students who have returned the forms. This should be available to the homeroom or classroom teachers in order that they may follow-up on students who are delinquent in returning their forms.
4. When school reopens the following fall, efforts should be made to encourage examinations of all children who have not returned the forms by sending second forms together with an appropriate letter (sample available from SCHN).

D. Selecting a Physician

If students do not have private physicians, their families may be referred to the Montgomery County Medical or Dental Society for the names of physicians or dentists who could meet their needs or, if eligible for service, may be referred to the Montgomery County Health Department (MCHD) to have this evaluation. (If the

student is known to MCHD clinical services, utilize MCHD form *Dental Clinic Appointment Request* to refer to Dental Clinic.)

**Regulation History:** Formerly Regulation No. 525-2, revised October 1982, revised October 2, 2008.