



**NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE**
Thomas A. Farley, MD, MPH
Commissioner

**NEW YORK CITY
DEPARTMENT OF EDUCATION**
Dennis Walcott
Chancellor

OFFICE OF SCHOOL HEALTH

NEW ADMISSION EXAM NOTICE

Name of Child _____

DOB _____

School _____

Grade/Class _____

Date _____

Dear Parent/Guardian,

Several weeks ago you were notified by The Office of School Health that your child was in violation of New York City Public Health Code and Chancellor’s Regulations because a “New Admission Exam” (CH205) had not been received. To date, we have not received a completed physical examination form or heard from you.

Please note that under authority of the New York City Public Health Code, your school nurse is required to place your child on our Office of School Health’s Doctor’s Schedule for a physical examination.

Your child has been scheduled for a physical examination appointment with

Dr. _____, a Department of Health physician, in the school’s medical room on

_____ (date) at _____ am/pm in room _____.

Please make every effort to attend this important appointment. While your presence is preferred, it is not required. If this time is not convenient for you, please contact the school nurse at the following number, _____. The nurse can reschedule the appointment for a better time. You can also give the nurse a number where the doctor can reach you during the exam if you are unable to be present.

Cheryl Lawrence MD

Sincerely,
Cheryl Lawrence, MD
Medical Director

School Nurse