### **Instructions**

To fulfill the requirements of the data collection and submission process for Student Weight Status Category Reporting, data must be prepared by tallying the number of students in each weight status category **by grade group and sex** and then aggregated and reported at the district level. There are three grade groups:

- 1) Pre-K, K, 2, and 4
- 2) 7, 10
- 3) District Total

Beginning in the 2010-2011 school year, the data submitted to the New York State Department of Health (DOH) via the Health Commerce System (HCS) system will be collected from the health certificates/appraisals submitted to the school in the previous school year. Additionally, building level data will <u>not</u> be entered on the HCS. Instead building level data will be sent to the School District Nurse coordinator who will then compile and aggregate the data prior to reporting on the HCS.

To aggregate for the district, use the *DISTRICT Tally Sheet BMI Part 1: Student Weight Status Category Survey*. We have provided tally sheets and instructions to assist school staff in completing this process. Their use is optional. Please note that data reporting on the Student Weight Status Category Survey must be consistent with confidentiality requirements imposed by the federal Family Educational Rights and Privacy Act (FERPA).

### **PURPOSE OF THE TALLY SHEET:**

To assist school staff in tabulating and aggregating data from individual student health appraisal/certificate forms by grade group and sex. Tally student health appraisal/certificate data for students in the reportable grades from the PREVIOUS year. For example, use the forms for students currently in Kindergarten (only if in Pre-K last year) and grades 1, 3, 5, 8 and 11 that were submitted the previous school year when those students were in grades K, 2, 4, 7, & 10.

Please note that you need to tally student weight status category data, **NOT** BMI data. Weight status category, based on BMI-for-age percentile, should only be obtained from student health certificate/appraisal forms. If the student's weight status category is not marked, it should be

reported as missing. (See page 6 of the Frequently Asked Questions about Student Weight Status Category Reporting for suggestions for how to address missing weight status category data with providers and parents available at

http://www.schoolhealthservicesny.com/datareporting.cfm?subpage=104

### **INSTRUCTIONS FOR COMPLETION:**

Use the "School Tally Sheet BMI Part 1: Student Weight Status Category Survey." Complete a new sheet for each grade group to report weight status category data.

Example: Pre-K, K, 2, 4 Grade(s) included in tally: K, 2

**District:** The name of the reporting district.

**School:** The name of the school.

**Group:** Check the grade for this specific report.

**Date Completed**: The date the tally report is finished and ready to be sent to the School

District Nurse coordinator for aggregation at the school district level.

**Tallied by:** The name of the person completing the tally sheet.

#### Filling out the Tables:

**Total Number of Students Enrolled in Grade Group:** The number of students in each grade, reported separately by sex. Entering students are required to have a health appraisal or provide a health certificate. For Pre-Kindergarten and Kindergarten students, report only those students who were new entrants last year. Suggested method for tallying: For paper records of student weight status category data, tally the individual data using a tick or hash mark for each student. For example:

Weight Sta	Sub-total	TOTAL		
Less than 5 <sup>th</sup>	Male			0
	Female			1
5th through 49 <sup>th</sup>	Male	++++		10
	Female	<del>                                      </del>		8

### Weight Status Category:

- Find the weight status category (based on BMI percentile) on the student health certificate
  or appraisal form to be tallied and make a mark in the corresponding box on the tally sheet.
  Mark only one box in this table for each student.
- If no weight status category information is provided, make a mark in the missing box.
- For each student whose parent/guardian specifies to have his/her child's weight status
  category excluded and has contacted the school with that request, make a mark in the
  corresponding box on the tally sheet.

#### **Completing the Sheet:**

- After all the students of the specified grade groups have been tallied on the form, count the number of tallies for each category and enter the totals in the right-hand column.
- For the 95<sup>th</sup> and greater category add the sub-totals for the number of students in the 95<sup>th</sup> through 98<sup>th</sup> category to the number of students in the 99<sup>th</sup> and greater category. PLEASE NOTE—you will need the number of students in the 99<sup>th</sup> and greater category to complete the SCHOOL Tally Sheet BMI Part 2: Health Conditions Survey.
- PLEASE NOTE—the numbers in the TOTAL column need to be aggregated at the district
  level and reported electronically on the HCS. <u>Send the completed SCHOOL tally sheet to
  the staff person assigned the HCS role of "School District Nurse" or "School Data
  Reporter" for her/him to tally the data for the district.
  </u>

## SCHOOL Tally Sheet

## BMI Part 1: Student Weight Status Category Survey

District:				Date Comp	eted:/_	
School:				Tallied by:		
Group: (check one)	☐ Pre-K, K	2, 2, 4	Grade(s) included in tally:			
	□ 7, 10		Grade(s) included in tally:			
		Total N	umber of Students Enrolled in Grade	Group		
Males						
Females						
	Weight Stat	tus Cate	egory (BMI-for-age Percentile)		Sub-total	TOTAL
Less than 5 <sup>th</sup>	Male					
	Female					
5 <sup>th</sup> through 49 <sup>th</sup>	Male					
	Female					
50 <sup>th</sup> through 84 <sup>th</sup>	Male					
	Female					
85 <sup>th</sup> through 94 <sup>th</sup>	Male					
	Female					

## SCHOOL Tally Sheet

### BMI Part 1: Student Weight Status Category Survey

V	Sub-total	TOTAL		
95 <sup>th</sup> through 98 <sup>th</sup>	Male			
	Female			
99 <sup>th</sup> and greater	Male			
	Female			
95 <sup>th</sup> and greater ( <i>Sum 95<sup>th</sup> through</i>	Male			
98th plus 99th and greater categories)	Female			
Missing	Male			
	Female			
Parent/guardian requested that	Male			
his/her child's data be excluded	Female			

### **Instructions**

To fulfill the requirements of the data collection and submission process for Student Weight Status Category Reporting, data should be submitted electronically to the New York State Department of Health (DOH). Beginning in the 2010-2011 school year, the data submitted to DOH via the Health Commerce System (HCS) will be collected from the health certificates/appraisals submitted to the school in the previous school year. Additionally, building level data will **not** be entered on the HCS. Instead building level data will be sent to the School District Nurse coordinator who will then compile and aggregate the data prior to reporting on the HCS.

Student Weight Status Category data must be prepared for submission by aggregating the number of students in each weight status category **by grade group and sex**. There are three grade groups:

- 1) Pre-K, K, 2, and 4
- 2) 7, 10
- 3) District Total

These numbers can be provided from each school using the SCHOOL Tally Sheet BMI Part 1: Student Weight Status Category Reporting Survey.

Tallies should be from student health appraisal/certificate data in the reportable grades from the <u>PREVIOUS</u> year. For example, use the forms for students currently in Kindergarten (only if in Pre-K last year) and grades 1, 3, 5, 8 and 11 that were submitted the previous school year when those students were in grades K, 2, 4, 7, and 10. We have provided tally sheets and instructions to assist school staff in completing this process. Their use is optional. Please note that data reporting on the Weight Status Category Survey must be consistent with confidentiality requirements imposed by the federal Family Educational Rights and Privacy Act (FERPA).

#### **PURPOSE OF THE TALLY SHEET:**

To assist the school district in totaling the number of students in each weight status category from individual schools and tabulating the aggregated data **by grade group and sex for all schools in the district**.

#### **INSTRUCTIONS FOR COMPLETION:**

Use the "District Tally Sheet BMI Part 1: Student Weight Status Category Survey."

**District:** The name of the reporting district.

**Group:** Check the grade for this specific report.

**Date Completed**: The date the tally report is finished and ready for electronic submission.

**Completed by:** The name of the person completing the tally sheet.

**Total Number of Enrolled Students:** The total number of students in each grade group by sex for all schools in the district. For the <u>Pre-K, K, 2 and 4</u> grade group, add the total number of students in Pre-Kindergarten, Kindergarten and grades 2 and 4 for all schools in the district. For the <u>7, 10</u> grade group, add the total number of students in grades 7 and 10 for all schools in the district. For the <u>District Total</u> grade group, add the total number of students in Pre-Kindergarten, Kindergarten and grades 2, 4, 7 and 10 together for all schools in the district.

Filling out the Tables and Completing the Sheet: List the total number of students in each weight status category for each school under the <a href="Pre-K">Pre-K</a>, K, 2, 4 and 7, 10 grade group columns. These numbers can be obtained for each school by grade group and sex from the SCHOOL Tally Sheet BMI Part 1: Student Weight Status Category Reporting Survey. For each weight status category, add the number of students from each school together and put it in the box in the TOTAL row. To obtain the District Total, add the number in the <a href="Pre-K">Pre-K</a>, K, 2, 4 TOTAL column with the number in the <a href="7">7</a>, 10 TOTAL column and put it in the box under the "DISTRICT Total" column. For example:

Data by Grade Group						
	Pre-K	,K,2,4	7,	10	DISTRICT Total	
	Males	Females	Males	Females	Males	Females
	27	29				
Total	22	23	101	113	88	108
Number of Enrolled	11	25				
Students	28	31	162	154	<b>263</b>	<u></u> → 267
TOTAL	88	108	263	267	351	375
Less than 5 <sup>th</sup>	1	1	1	2	1	1
percentile					1	2
TOTAL	1	1	1	2	2	3

5 <sup>th</sup> through 49 <sup>th</sup> percentile	4	3				
49 <sup>th</sup> percentile	3	2	26	29	14	16
	1	4	34	38	60	67
	6	7	34	30	00	07
TOTAL	14	16	60	67	74	83

The numbers in boxes of the TOTAL rows are the numbers to be reported electronically on the HCS. **PLEASE NOTE**: If any number in the TOTAL row is less than five, it can NOT be reported electronically on the HCS. On the HCS survey, you must leave the weight status category **BLANK** if the number is a 0, 1, 2, 3 or 4.

District:	Date Completed://
District BEDS Code:	Completed by:

Data by Grade Group						
	Pre-K,K,2,4		7,1	10	DISTRICT Total	
	Males	Females	Males	Females	Males	Females
Total Number of Enrolled Students						
TOTAL						
Less than 5 <sup>th</sup> percentile						
TOTAL						
5 <sup>th</sup> through 49 <sup>th</sup> percentile						
TOTAL						
50 <sup>th</sup> through 84 <sup>th</sup> percentile						
TOTAL						
85 <sup>th</sup> through 94 <sup>th</sup> percentile						
TOTAL						
95 <sup>th</sup> and greater percentile						
TOTAL						

Data by Grade Group						
	Pre-K,K,2,4	7,10	DISTRICT Total			
Missing						
TOTAL						
Parent/guardian requested that his/her child's data be excluded						
TOTAL						