



NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE

Mary T. Bassett, MD, MPH

*Commissioner*

OFFICE OF SCHOOL HEALTH

NEW YORK CITY DEPARTMENT OF  
EDUCATION

Carmen Fariña

*Chancellor*

### 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 the 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 the 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

\_\_\_\_\_ at \_\_\_\_\_ am/pm in Room \_\_\_\_\_.

Date of appointment

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.

Sincerely,

Cheryl Lawrence, M.D, FAAP  
Medical Director  
Office of School Health

\_\_\_\_\_  
School Nurse