



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



To: School Nurse Supervisors
 From: Stephanie Knutson, MSN, RN
 Date: March 11, 2009
 Re: Ordering School Health Records for 2009-2010

It is time to order Cumulative Health Records (CHR-1) and Health Assessment Records (HAR-3) for delivery in May and use in the 2009-2010 school year. Each district must determine the number of CHR-1 and HAR-3 forms needed based on its student population and number of forms currently in stock. **Please order sufficient numbers to share with charter, private and parochial schools served by your district and with all health care provider offices in your community.** The State Department of Education only distributes CHRs and HAR forms to **public school districts.** **You are responsible to provide the health care providers in your community with forms.**

Please complete the order form below for your district and return it to Glenda Stuckey **before April 10, 2009.** **Please note:** We do not stock an excess of extra forms at the State Department of Education. Therefore, please order enough to cover you needs for one year. **Please remember your district needs to share its supply with appropriate medical practitioners and other schools in its community. Orders will be sent to the school district at the end of May.**

Please print or type clearly and return by April 10, 2008 to Glenda Stuckey, State Department of Education, 25 Industrial Park Rd., Middletown, CT 06457 or by fax to 860-807-2127 or by email to glenda.stuckey@ct.gov

District: _____

CHR-1 folders: _____
 Number (50 per packet)

HAR-3 blue forms: _____
 Number (100 per pad)

Do you have a charter school in your community?
 _____)

_____ Yes (# students _____)

_____ No

Do you serve a private, non-profit, non-parochial school?
 _____)

_____ Yes (# students _____)

_____ No