Chronic Health Condition Process Flow
Per District Policy JEAA-R and State law
Please remember:
*Chronic Health forms are not retroactive and are only good for the current school year.

Parents requests a Chronic Health Condition form

From the front office, please send the parent to the nurse

From the Nurse or identified health problem by staff.

Nurse should:
1. Inquire about student’s chronic health condition and why it causes the student to miss excessive amounts of school (Would 504 accommodations be more appropriate/beneficial?);
2. Discuss treatment options that can be provided at school and ensure appropriate treatment is available in Health Office (Give parent medication consent forms, etc).
3. If appropriate, explain the Chronic Health process to parent and have them sign the following documents:
   a. Top authorization portion of the Certificate of Chronic Health Condition form
   b. Parent Notification of Chronic Health Condition Guidelines form with the Physician’s contact information (make a copy of the Guidelines for parents to take)
   c. Parent Consent for Release of Information or Medical Records form
   d. Chronic Health Condition Eligibility Checklist.

***The parent should sign and leave the forms with the nurse for follow-up with the Physician.

Nurse to complete the chronic illness form and fax it to the physician with if needed a follow-up call made to physician’s office to answer any questions and clarify concerns.

Physician does not approve the chronic health

Physician approves the chronic health condition

If denied, administration to send the denial notification letter to the parent

Have a meeting with your school team (i.e.-nurse, admin, teacher) to approve or deny CH status.

If approved:
- Send parents the approval letter highlighting the procedural basics.
- Complete the Eligibility Checklist Form, to include all notifications and have parent sign.
- Make sure each teacher has the guidelines: Teacher information Form (if High School-please remember second semester)