

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)**