**Student Forms (these forms are to be submitted for *all* students PreK - 8th grade)**

| **Form** | **Completed By:** | **Notes** |
| --- | --- | --- |
| **Universal Health Certificate** | Pediatrician | The health certificate must document a physical examination of your child on or after **August 1, 2020**. It is important to let your pediatrician know in advance of scheduling a visit that you need a school form completed. If your child has had a physical within the last year you may submit this form to your pediatrician’s office for completion based on the previous physical, but pleasenote that you must submit a new Universal Health Certificate once 12 months have passed from your child’s last appointment. We are required to have current documents on file at all times.The Universal Health Certificate must include:* All required immunizations (Please don’t assume your child is up to date even if they have had regular physicals. Go over the [immunization schedule](https://drive.google.com/file/d/1o1Xc9nTFTEsfMaSFzWNfw3kDFN-EPBu1/view?usp=sharing) with your pediatrician to avoid extra appointments).
* Documentation of lead testing OR an indication that your child is not at risk of lead exposure (section cannot be left blank).
* Documentation of a tuberculosis screening OR an indication that your child is not at risk of TB exposure (section MUST BE completed).

If your child has allergies or asthma that may result in the use of an epi-pen or inhaler, please talk with your pediatrician about the proper school instructions and documentation. |
| **Oral Health Assessment** | Dentist | Oral Health Assessments are required for all children age **three** and older and must reference a dental check-up after February 2020. If your child turns three during the school year, you must provide this form within a month of their third birthday. You must also submit a new form once 12 months has passed since your child’s last dental visit. |

**Parent/Guardian/Caregiver Volunteer Forms (these forms are to be submitted for *all* adults who will be serving preschool duty days OR K-8 volunteer hours).**

| **Form** | **Completed By:** | **Notes** |
| --- | --- | --- |
| **Staff/Volunteer Health Information Form** | Parent or Volunteer | This form is required for anyone who plans to serve preschool duty days OR K-8 volunteer hours at CHLG (including grandparents and other caregivers). The information will be used in the case of a medical emergency while on site. |
| **Staff/Volunteer Health Certificate** | Physician | This form is required for anyone serving preschool duty days OR K-8 volunteer hours at CHLG, including grandparents and other caregivers. It is completed and stamped by a physician and must include the following:* Evidence of a physical exam on or after August 1, 2020. It is required that you update the form every 12 months, so you may be required to submit an updated form during the school year.
* Documentation of a tuberculosis test (either a skin test referred to as a PPD, or a quantiferon blood test) dated after March 1, 2020. Tuberculosis tests are required every two years, so you may be required to obtain a new test during the school year should yours expire.

There are several options your physician must select on the form – please make sure he or she selects all that apply. The most important is to indicate a physical and the tuberculosis test – if it does not reflect those two items, OSSE will not approve the form.\*It is important to note that a tuberculosis skin test requires two visits – one for a small injection in the forearm and one for the site to be examined by a medical professional (typically within 36-72 hours). If you do not have a regular physician or have trouble making an appointment, CVS Minute Clinic or the MedStar Urgent Care facility across from Eastern Market have given physical exams and administered PPDs for parent volunteers in past years. Please call first before you make an appointment.  |
| **Child Protective Registry Clearance** | DC Children and Family Services Agency | The form required to obtain this clearance must be completed by the parent or volunteer, then submitted to the Child Protective Registry office within DC’s Children and Family Services Agency (CFSA) for approval. This clearance must be renewed every THREE years.The form requires you to list addresses for the previous five years. During the current stay-at-home restrictions related to the COVID-19 pandemic, the procedures have changed somewhat. You are now allowed to submit your application and proof of a government-issued ID online. If you are a NEW CHLG family, please visit [CPR Request Application for a New Hire | cfsa (dc.gov)](https://cfsa.dc.gov/publication/cpr-request-application-new-hire).If you are an existing (or returning) CHLG family who has obtained a clearance through us, but it has expired, please visit [CPR Request Application for a Current Employee | cfsa (dc.gov)](https://cfsa.dc.gov/publication/cpr-request-application-current-employee). (We will notify you if your current clearance has expired.)Once DC offices re-open, we will send new instructions for obtaining the clearance, as they will change and likely require a notary signature.  |
| **FBI Fingerprint Check** | Fieldprint Fingerprinting of Washington, DC | Each parent or volunteer must be fingerprinted every **three** years using LiveScan fingerprinting. Fieldprint is the only approved vendor for this service. If you are a returning family, we will notify you if you need to obtain new fingerprint results. All new families must complete FBI fingerprinting for CHLG (please note that, per OSSE regulations, results from other schools or agencies are not transferable to us).If you will have **at least one** Preschool child enrolled at CHLG, use the procedures linked [here](https://drive.google.com/file/d/14tBiFR5hNnN6oBRk26XkASUnD8TRlRUR/view?usp=sharing).If you will have **only Lower and/or Middle School** children enrolled at CHLG, use [these procedures](https://drive.google.com/file/d/1o0UJ816tw2LKmErE575geOPQ-vdUGQ6D/view?usp=sharing). |