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**To:** District Superintendents of Schools  
Administrators of Public Schools  
Administrators of Charter  
Schools Administrators of Non-Public Schools

**From:** Kathleen DeCataldo, Assistant Commissioner  
Office of Student Support Services

**Subject:** Parent/Guardian Notifications Regarding Student Illness or Injury

To assist schools in keeping students healthy and safe, this memorandum provides information regarding the requirement to provide timely information to parent/guardians concerning student illness and/or injury to enable the parent/guardian to obtain appropriate care for their child.

It is essential that parents/guardians are kept informed of illnesses or injuries that occur in school. Such communication should be in the parent's/guardian's primary language. This is best accomplished when the school, parents/guardians and communities work together and communicate in a coordinated effort. Schools are encouraged to consult with their medical director to develop policies on when parents/guardians are to be notified of illness or injuries occurring in school, as required by Education Law Article 19 Section 901, "to inform parents and persons in parental relation to the child...of the individual child's health condition; to instruct the school personnel in procedures to take in case of accident or illness." In New York City, health services are governed by [Chancellor's Regulations A-701 School Health Services \(nyc.gov\)](https://www.nyc.gov/site/health-services/chancellor-regulations-a-701-school-health-services), which requires the principal notify the parent/guardian of accidents or illness if the condition warrants more emergency care than can be given at school. Non-public schools are strongly encouraged to adopt similar policies in their schools to insure the health and safety of their students.

To strengthen and promote the communication of evidence-based, best practice health information to schools, the Department in collaboration with the NYS Center for School Health (Center), has developed a *Parent/Guardian Notification Form* located on the Center's [Health Services Samples & Forms / Overview \(schoolhealthny.com\)](https://www.schoolhealthny.com) found under the *Communicable Disease/Illness/Injury Notifications* tab. This sample notification form includes information for the parent/guardian on symptoms to observe for and when to seek medical follow-up care. This is a valuable tool for schools to assist them in communicating students' health conditions and needs to parents/guardians.

Thank you for continuing to collaborate with the State Education Department in support of health and wellness initiatives for our students and their families. Should you have questions, or seek further information, please contact the Office of Student Support Services at [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov) or 518-486-6090.