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March 14, 2023

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

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 in appropriate language. This is

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/education/office-of-school-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