

August 14, 1998

MEMORANDUM

TO: Deans of Student Development

FROM: William R. Strickland
Director, Student Development Services

SUBJECT: **1998-99 COMMON HEALTH FORMS**

Attached is a camera-ready copy of the revised student medical form developed jointly by the North Carolina Community College System and the University of North Carolina System in compliance with G.S. 115D-5 (Sec. 17.5). This form is to be used for all students who will enter college after July 1, 1999, **who are required to submit health forms.**

All programs in a college which require a student to submit a medical history, a physical examination report, or both, must utilize this form. **This form may not be altered.** However, if a college does not wish to collect certain information called for in the form, those questions may be deleted. The form's basic order and the positioning of questions on the form may not be changed.

The first page of the form has been left blank in order that a college may customize it with its name and logo. In addition, the college or an academic program may develop specific instructions to students regarding its requirements for completion. There is also room at the top of each succeeding page for the college to add the college name and address or other relevant information.

The form is designed to be a six-fold, perforated document. This is to allow colleges to keep the medical history and the physical examination records on file in different locations on campus if desired. However, it is not required that the form be printed as a six-fold document.

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Negotiations are continuing with the Sheriffs' Education and Training Standards Commission and the Criminal Justice Education and Training Standards Commission regarding their respective mandated health forms used for students in Basic Law Enforcement Training and Detention Officer Certification courses. It is hoped that some accommodation can be reached to allow those students to use the common health form with perhaps some modifications.

If your college would prefer to have the medical form on computer disk, we can provide it in both Microsoft Word 6.0 and Microsoft Word 98 for Macintosh. To order a disk, please call Ms. Faye Steele in the Student Development Services office (919-733-7051).

Attachment

pc: Presidents
Dr. Elizabeth Johns
Dr. Janyth Fredrickson
Dr. Teresa Banks