

Attachment A to Superintendents Memo No. 149

DATE	ACTIVITY REQUESTED OF LOCAL SCHOOL DIVISION	RESPONSE OF SCHOOL DIVISION TO DOE/DMAS
Aug/Sept 2004	Flyers to be sent to Title I, PASS, and other targeted school divisions by DMAS. Include flyers in students First Day of School Packets.	Send response of receipt of flyers and distribution to students to Olivia Dickerson at: olivia.dickerson@dmass.virginia.gov
Aug/Sept 2004	Mailing inserts sent to nutrition directors by DMAS. Include mailing inserts in students' National School Lunch acceptance letters.	Response cards mailed to Olivia Dickerson at: olivia.dickerson@dmass.virginia.gov
Oct. 2004	Child Health Month Continue outreach throughout the month at PTA meetings, health and safety fairs, and other school events.	Send notification of continued outreach to Olivia Dickerson at: olivia.dickerson@dmass.virginia.gov
Sept 2004/June 2005	Designate the school nurse coordinator as the contact person for the child health insurance programs.	E-mail name of person assigned to this responsibility to Gwen Smith at: gsmith@mail.vak12ed.edu
Sept 2004/June 2005	Include FAMIS information provided by DMAS with <u>one</u> other avenue of outreach (other than during Child Health Month), e.g. Parent/Teacher conferences, school events, PTA meetings.	E-mail from school nurse coordinator/contact person to Gwen Smith at: gsmith@mail.vak12ed.edu that this has been done.
Jan/June 2005	Include FAMIS information provided by DMAS with <u>one</u> of the following: summer school registration, Special Education mailings, or Kindergarten and Head Start registration.	E-mail from school nurse coordinator/contact person to Olivia Dickerson at: Olivia.Dickerson@dmass.virginia.gov that this has been done.
February 2005	Reprint Health History Emergency care cards to include: Does your child have health insurance? Yes No. Would you like more information? Yes No. Use this information to continue outreach next year.	E-mail from school nurse coordinator/contact person to Gwen Smith at: gsmith@mail.vak12ed.edu
May 2005	A data form will be sent to the contact person to report the activities that were accomplished during the 2004-05 school year. Thank you in advance for your efforts.	E-mail the completed data form to: gsmith@mail.vak12ed.edu