

Private School Student Health Records Update Checklist

Date: _____

Dear Parent/Guardian,

We kindly request your assistance in updating your child's health records. Please complete the following checklist:

- Current Immunization Records
- Recent Physical Examination Report
- Allergy Information
- Medication Needs and Instructions
- Emergency Contact Information
- Special Health Considerations

Please submit the completed checklist along with the required documents to the school nurse by:

_____.

Thank you for your cooperation!

Sincerely,

[School Name]

[Contact Information]