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TO District Superintendents of BOCES
Superintendents of Public School Districts
Principals of Public Schools
Superintendents and Principals of State-Operated Schools
Director of School Health Services (Medical Director)
School Nurses

FROM Gemma C. Rinefierd, Ed.D.

RE Dental Health Certificates

This memo is to remind public schools (inclusive of BOCES and charter schools) of the requirement in Education Law [§903](#) to request, or ask, for a dental health certificate, [Recommended Sample Dental Certificate](#), at the same time a health examination is required upon school entry and grades PreK or K, 1, 3, 5, 7, 9, & 11. Below are the requirements relating to dental certificates.

- A notice of request for dental health certificates shall be distributed at the same time that parents/guardians are notified of health examination requirements.
- The notice shall include a statement that a list of dental hygienists to which students who need comprehensive dental assessments may seek dental care on a free or reduced cost basis is available upon request, available at [Dental Certificates | New York State Education Department](#).
- Each dental health certificate must be signed by a duly licensed dentist or dental hygienist and describe the dental health condition of the student when the examination was conducted. This examination must be made no more than twelve months prior to the beginning of the school year in which such examination is requested.
- The school is to file a dental certificate in the student's cumulative health record within 30 days of receipt.
- Assessment and dental health history of any student may be requested by the local school authorities at any time in their discretion to promote the educational interests of such student.

If the parent/guardian does not provide a dental certificate to the school, or if the child is determined to not be in a fit condition of dental health, the school is not required to take further action, and the student continues to attend school.

For questions, please contact the Office of Student Support Services at studentsupportservices@nysed.gov or 518.474.4439