

CHULAVISTA ELEMENTARY SCHOOL DISTRICT
Operations and Instruction Support Services
2012 Height & Weight Surveillance Project
Pre-school through 6th grade

Dear Principals,

Beginning November 5th through December 18th we will be conducting the CVESD 2012 Height & Weight Surveillance Project. We have contracted with South Bay Community Services (SBCS) for staff members to work as two-member teams to take student measurements. Please refer to the attached district H&W schedule to see the dates we are coming to your school. You should be receiving the CVESD Notification (opt-out) Forms to send home with all students by Wednesday. _____ will be coordinating the Project, and _____ will serve as the Team Lead as part of SBCS. Please note that we are scheduled to be at your school for two days and we are using Friday's for any missed classes.

What we need Principals to do-

- Please designate on-site **Contact Person** for H&W Team (secretary, health clerk).
- Principal and/or Designee will need to complete Scheduling Template **FOR one/BOTH DAYS** (template attached) **BEFORE** scheduled measurement date (including PRESCHOOL & TK). I have attached a template – please list teachers/classrooms in the **ORDER** they should be contacted **we would like a parent volunteer to work with our team to retrieve classes one after the other so that we can finish measuring grade levels quickly!**
- Our Project Lead will be coming by a few days before your scheduled measurement date to pick-up any Parent Notification forms (opt-outs) and talk with the contact person about any concerns. *We want to make sure that no child is measured that returned a form (please collect from teachers one week before scheduled time).*
- Assistance with **measurement location** (e.g. center workroom building pod, screened area in multi-purpose room or library). We want to have as much privacy as possible.
- Week before scheduled collection, Parent reminder on school messenger (Optional).
- *PATIENCE..... we learned a lot from our 2010 Project-we hope to make this as easy and non-invasive as possible for everyone!*

ATTACHMENTS:

- 1) District H & W School Schedule
- 2) Staff Letter
- 3) Scheduling template

**If you have any questions or concerns, please contact _____
phone # _____**