**Title**: **4032** **School Personnel Health Record**

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|  | **4032 School Personnel Health Record** This policy establishes the requirement for all faculty and staff to complete the School Personnel Health Record. This ensures compliance with state regulations and promotes a safe and healthy school environment.This policy applies to all full-time, part-time, and temporary faculty and staff members.1. **Health Record Requirement:**All faculty and staff members must complete and submit the PDE/DHS School Personnel Health Record, including any required medical evaluations, immunization records, and tuberculosis (TB) test results, as mandated by state law.
2. **Submission Timeline:**
	* New employees must submit their completed health record and tuberculosis (TB) test results **prior to their start date.**
	* Current employees must update their health records as required by Pennsylvania law.
3. **Compliance & Verification:**
	* The school administration will maintain secure records of all submitted health forms in accordance with confidentiality and retention policies.
	* Employees who fail to submit the required documentation within the designated timeframe may face disciplinary action, up to and including suspension or termination.
4. **Confidentiality:**
	* All health records will be kept confidential and stored securely in compliance with applicable privacy laws.
	* Access to these records will be limited to authorized personnel only.
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