



## **Instructions for Completing the Weekly Communicable Disease Report**

Your report should be faxed to the Health Department every Friday or the Monday following the reporting week. **Reports more than 2 weeks late will not be counted.**

### **Section 1:**

**Week Ending:** Write Friday's date of the reporting week.

**Current School Enrollment:** Number of students enrolled in your school/child care center. Public schools may use the 4<sup>th</sup> Wednesday count from September.

### **Section 2:**

Please call the Health Department **immediately** if any students are diagnosed with any of the illnesses listed in Section 2.

### **Section 3:**

**Chickenpox:** Record the number of chickenpox cases in the building/center for the week. If there were cases, fill out a Chickenpox Report Form on that child (one form per child). Chickenpox reports may be faxed in on the day of report or at the end of the week.

**Respiratory Illness:** Record the total number of students sick with influenza-like illness during the week (note: students with respiratory symptoms plus a fever should be included). Also include any students who have been diagnosed with Influenza A or B by a physician.

**Gastrointestinal Illness:** Record the total number of students with vomiting and/or diarrhea. The most common cause of GI illness is Norovirus.

### **Section 4:**

**Total Absences:** Each day record the total numbers of students absent for any reason. This section is optional.

### **Section 5:**

Check the box "No diseases to report" if you did not have any cases of chickenpox, respiratory illness, or gastrointestinal illness in your building/center for that week.

Please write in dates for all days that your building was closed for vacation, snow, conferences, etc.

If there is additional information you think we should know about, include your comments under "Other Information".

### **Section 6:**

It is important for you to provide contact information so that we can get in touch with you.