



## REQUIRED MEDICAL FORMS

### WHAT FORMS ARE REQUIRED?

#### #1 State of Florida School Entry Health Exam Form – DH 3040 (sometimes this is referred to as “the school physical” form)

- This form is required for all new students and must be requested from your child’s pediatrician.
- This form must be completed and signed by your child’s pediatrician within one year of the first day of school, so that would be between August 11, 2024 – August 11, 2025.
- If your child had their annual physical between the above dates, but you did not request this school physical form at the time of the appointment, you can typically call the pediatrician’s office, and they will fill it out for you to pick up. However, if your child has not had their annual physical, you will need to do that before August 11, 2025. You can request this form to be filled out and signed during your appointment.

#### #2 Florida Certification of Immunization – DH 680

- This form is required for all new students and must be requested from your child’s pediatrician.
- Returning students going into kindergarten and 7<sup>th</sup> grade are required to submit updated immunization forms.
- If you have a returning student going into grades other than kindergarten and 7<sup>th</sup>, you do not need to submit this form, as long as it is up-to-date.

### HOW DO I SHARE THESE FORMS WITH ST. THOMAS AQUINAS ACADEMY?

For administrative ease, we ask that you please upload these documents to the FACTS Family Portal. Here are the instructions for how to turn in these forms:

- Login to the [FACTS Family Portal](#) (our district code is STAA-FL)
- Go to the menu on the left
- Select the “Student” drop-down
- Select “Portfolio”
- On the top left under “Portfolio”, go to the “---All Students---” drop-down and select your student’s name (if you have multiple students, you will have to do one at a time).
- After selecting your student’s name, click “Medical”
- Next click, “+Add” in the upper right corner
- Upload your student’s school entry health form and immunization record.
- Repeat these steps 3-8 for each student.

*Please do not email these forms or drop off copies to the school office. If you are having issues with this process, let us know. We are happy to assist you!*