

Directions for Completing School Height and Weight Data Sheet

Submit data as soon as possible after all measurements are taken. Send all forms to:

Carrie Cushing
South Dakota Department of Health
615 E. Fourth St
Pierre, SD 57501-2535
Phone: 605/773-4958
Carrie.Cushing@state.sd.us

The data is preferred electronically via Infinite Campus, or you may use Word or Excel. These forms are available by emailing Carrie.Cushing@state.sd.us.

1. **Complete** School Building Name, County, Grade Levels of School (i.e. Elementary, Middle School, High School), Mailing Address of school. Complete Contact Name, email address and mailing address, Building Principal's Name, Telephone Numbers and mailing address where each can be reached. This information is needed in case there are questions about the data. **Use a separate page for each attendance center for which data is collected.** Email carnie.cushing@state.sd.us for a copy of the word or excel form to record data.

2. **Date of Measurement:** Please send all student data together at one time rather than sending data as you measure the students. If the date the measurements are taken is September 7, 2015, record as follows:

Using the paper form:

mo.	day	year
09	07	2015

3. **Name of student:** This information is for your use only and should be removed before submitting the data.

4. **ID#:** Each child measured needs a unique identification number and three digits should be used (i.e., 001, 002, etc). The number is to be used for data collection purposes only. **Please do not use an i.d. number more than once.**

5. **Sex:** Enter the number corresponding to the gender of the student, 1=Male, 2=Female.

6. **Date of Birth:** Record person's date of birth. If date of birth is May 8, 2007, record as follows:

Using the paper form:

mo.	day	year
05	08	2007

7. **Ethnic Origin/Race:** Enter the number corresponding with an ethnic origin/race below. This is to be completed by observation of race. If student is more than one race, list all races.

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|--------------------------------------|---------------------------------|
| 1. White, not Hispanic | 5. Hawaiian or Pacific Islander |
| 2. Black, not Hispanic | 6. Asian |
| 3. Hispanic | 7. Other |
| 4. American Indian or Alaskan Native | 9. Not Specified |

8. **Height:** Enter height of student. Use **inches** to the nearest **1/8 inch**. Do not change denominator of fraction. Always convert to eighths: 3/4 should be converted to 6/8, 1/4 to 2/8, etc. For example, if height is 45 1/8 inches, record as follows:

45	1/8
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Allowable entries for numerator of fraction are 0-7 and 9. **Do not leave blank if zero.** Do not use 9 for unknown fraction unless inches are unknown also. If height is 62 inches, record as follows:

62	0/8
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Do not use feet and inches, only total inches. A conversion table is provided on the forms.

9. **Weight:** Enter weight of student. Use pounds to the nearest **1/4 pound**. Do not change the denominator of the fraction. Always convert to fourths; 1/2 should be converted to 2/4, etc. For example, if weight is 56 1/2 pounds, record as follows:

56	2/4
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Do not leave numerator of fraction blank if zero. Do not use 9 for unknown fraction unless pounds are unknown also. For example, 125 pounds should be recorded as follows:

125	0/4
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