

WEST MILFORD TOWNSHIP PUBLIC SCHOOLS

TO: All New Employees (Full-Time/Part-Time) School Year _____
FROM: Brian Kitchin, Ed.D., Superintendent
SUBJECT: Tuberculin Skin Testing

The following information must be completed:

RE: **Employee Name:** _____
 Employee Position: _____
 Employee Building Location: _____

In accordance with New Jersey Department of Health regulations, baseline TB testing is recommended for all newly hired employees (full-time and part-time), all student teachers, school bus drivers on contract with the district, and other persons (e.g., volunteers) who have contact with students. **The following are exceptions:**

- Volunteers working with pupils for less than 20 hours per month.
- A new employee, student teacher, and contractor of the district with a documented tuberculosis test result regardless of when this test was done. Repeat tuberculosis testing is not required in the absence of a known or suspected exposure to active or infectious tuberculosis disease unless otherwise ordered by a licensed clinician.
- A school employee, with a documented tuberculosis test result upon their initial employment, transferring between school districts or from non-public schools.
- Repeat TB testing is not recommended for student teachers, with a documented tuberculosis test result upon their initial assignment, performing practicums if or when they move between school districts.

Please schedule an appointment with your private physician to complete this requirement.

This is the employee's responsibility, after Board approval, and within two weeks of your employment. For those individuals with a starting date of September, you must complete this requirement within the first two weeks in September.

-----FOR OFFICE USE ONLY-----

West Milford Township Public Schools (Superintendent's Office – West Milford Board of Education)

This is to verify that _____ of
(Name)

(Address)

received a tuberculin skin test on _____ with _____ results.
(Date)

(Date)

(Physician's Signature)

(Physician's Address)

NOTE:

Please return this completed form to the Superintendent's Office for filing