September 1, 2022

Greetings!

Thank you for participating once again in the school-lead data match process with the Iowa Department of Health and Human Services. This work continues to be integral in promoting healthy Iowa children as they enroll in school.

As a reminder, the process has several steps to complete that will consist of

- The Department providing to the school contact person a formatted spreadsheet that is to be filled out by the school with information regarding children enrolled in kindergarten.
- The completed spreadsheet is then submitted back to the Department in a secure email format.
- The Department will electronically match the list of kindergartners with the information in our lead-testing database, and a list of non-matched students, who need a blood lead test, will be given back to each school.
- Finally, the school will send, in a timely manner, a memorandum to parents to have their kindergartners tested for lead.

**How to handle exemptions?**

If you receive copies of low risk exemption or religious exemption, please be sure that these certificates are notarized and have the Department’s staff signature in the low risk exemption. **Do not include the information of this child in the spreadsheet nor send the exemption certificate to the Department.**

Parents/legal guardians who request an exemption for their kindergartener, need to download the certificate from [https://idph.iowa.gov/lpp/blood-lead-testing](https://idph.iowa.gov/lpp/blood-lead-testing) and follow the instructions.

**How to handle copies of blood-lead tests?**

If you receive copies of blood-lead tests, **include the names of these students in the spreadsheet.** Once you receive the list of children who need a blood-lead test, you may compare it with the information you have.

**Important dates to remember:**

- **September 6:** Regular email from the Department of Health ([school.lead@idph.iowa.gov](mailto:school.lead@idph.iowa.gov)) to inform about the secure email account and general information.
- **September 7:** Secure email from the Department ([school.lead@idph.iowa.gov](mailto:school.lead@idph.iowa.gov)) with two attachments: the spreadsheet and the instructions.
- **October 5 & November 2:** A reminder email from the Department to those who still did not submit their data.
• **September 7 – November 30:** Timeframe to send your kindergartner’s data via secure email to school.lead@idph.iowa.gov

• **November 30:** Deadline to submit the list of the kindergarteners enrolled in the 2022-2023 school year.

• **Mid-December:** Results available to all schools that submitted their data.

• **Mid-December-January 2023:** Letter from schools to parents in regards to their children who may need a blood lead test. Memorandums are available in different languages [HERE](#).

**Reminders:**

• This communication is targeted to elementary school administrators and kindergarten program staff. *However, only one school contact person will receive the spreadsheet to submit the kindergartners’ data.*

• If your school has a new contact person for the kindergartners’ program and has not informed the Department about it, please contact sree.maddali@idph.iowa.gov

And provide the following information:

- Name of the new person
- School name
- School district/School building # (8 digits total)
- Email address
- Phone number

Looking forward to working with you!

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https://idph.iowa.gov/Environmental-Health-Services/Childhood-Lead-Poisoning-Prevention/Providers-Labs-and-Schools/School-Lead-Screening