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Office of Health Services  
MacClosky Townhouse Commons  
518-783-2554  
518-783-2961

Dear Student:

Congratulations on your acceptance to Siena College. In order to effectively respond to your health needs while attending Siena College and to comply with New York State Public Health Law, a Health Record must be completed by you and your health care provider. The Health Record and the Immunization Record **MUST** be completed and returned to the Siena College Office of Health Services **no later than June 21st** for enrollment in the Fall semester and **no later than January 2<sup>nd</sup>** for enrollment in the Spring semester. We recognize some college entrance physicals may not be scheduled by this date. If this is the case, you must forward a completed immunization record by the due date. The health record may follow once it is completed prior to the start of classes.

Please be sure that the information listed below is complete and that all necessary signatures are included.

- The results of a physical exam and Tuberculosis screening performed within the past six months must be reported on page 3 of the Health Record
- The Immunization Record must be completed and signed by a health care provider and submitted prior to the start of classes.
- In accordance with the American College Health Association recommendations and the Centers for Disease Control guidelines, Siena College Health Services strongly encourages all incoming freshman students to receive immunization against Meningococcal meningitis prior to the start of classes. This should be documented on the Immunization Record.
- The “Consent for Release of Medical Information for Students with Special Health Needs” should be completed and submitted if you have any special medical information that you would like shared with the Health Office, the Department of Public Safety and the Dean of Student Affairs to facilitate appropriate emergency care if the situation arises.
- The “Consent of Parents or Guardian for Medical Treatment Form” must be signed and notarized if you will be less than 18 years of age at the time of your arrival to campus.

All full time registered students are required to have health insurance coverage. Full time students are automatically enrolled into the Aetna Student Health Plan offered by Siena College. If you presently are covered by another health insurance plan, you may process a waiver to opt out of this plan prior to the deadline of **September 15<sup>th</sup>** for the Fall semester and **February 15<sup>th</sup>** for the Spring semester. Additional information about the student health plan including the waiver is available at <http://www.aetnastudenthealth.com/schools/siena>

**Please include a photocopy (front and back) of your health insurance card when submitting your Health Record.**

If you have any questions, please feel free to contact me.

Sincerely,  
Carrie Hogan, M.S., A.N.P.  
Director, Health Services