



SAMPLE LETTER

Dear Parent or Guardian:

During the 2017-2018 school year, your child received health services (e.g., medicines) or accommodations under Section 504 of the Rehabilitation Act. The NYC Department of Education **requires** a new approval for services each school year. The new approval confirms that your child still needs services in school. It also makes sure your child receives appropriate services. Updated forms tell the school nurse if your health care practitioner has made any changes in the past year to your child's medicine, or treatment. The school nurse needs this information to properly treat your child.

Many parents schedule their children's annual and camp physical exams at this time of year. We encourage you to also prepare for the upcoming school year. At your child's next visit, ask your child's health practitioner to complete the relevant attached accommodation forms. Attach a small current photo to the upper left corner of the medication form. This helps the school properly identify your child.

If it is before the last day of school, bring the forms to your child's school nurse. During the summer, mail the forms to:

Submit completed forms by July 15, 2018. This ensures that your child will receive approved services at the start of the new school year.

Sincerely,