



**NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE**
Thomas Farley, MD, MPH
Commissioner

**NEW YORK CITY DEPARTMENT OF
EDUCATION**
Dennis Walcott
Chancellor

**OFFICE OF
SCHOOL HEALTH**

May 25, 2012

Dear Parent or Guardian:

Please be advised that there have been recent updates as to how the Diabetes Medication Administration Forms (DMAF) will be processed for the upcoming school year. In order for your child to receive services for diabetic management, there needs to be an updated DMAF on file with the school nurse. An updated DMAF is necessary to ensure your child receives the most recent and proper medical interventions as prescribed by your family physician; as well as enable school personnel to accurately serve your child. We hope to expedite the DMAF process by confirming all forms are approved and in place by the beginning of the 2012-2013 school year.

Please ensure that all areas of the DMAF are completed, including the Parent Guardian Consent Authorization Form located on the back of the DMAF. Please provide us with the most recent photo of your child along with the DMAF.

Please mail all DMAFs to the address listed below:

Office of School Health (Central Office)
Attn: Susan O'Brien
42-09 28th Street, 11th Floor, CN 25
Queens, NY 11101

To ensure the provision of diabetic services at the start of the new school year, your completed DMAFs should be returned by July 30, 2012.

We appreciate your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Lawrence MD". The signature is written in black ink on a white background.

Dr. Cheryl Lawrence
Agency Medical Director