



SAMPLE LETTER

Dear Parent or Guardian:

During the 2015-2016 school year, your child was approved to receive health service(s) (e.g., medications) and/or accommodations under Section 504 of the Rehabilitation Act of 1973. Under the guidelines for the Provision of Health Services and Section 504, a new authorization is required each school year. This re-authorization is necessary to ensure that your child is still in need of services in school and if so, that they receive the appropriate service. Updated authorization forms ensure that your child receives the proper medical intervention prescribed by your family physician and that the medical procedure, dosage, time, side effects, etc. have not changed during the course of the past year. This information is also necessary to enable the provider to appropriately serve your child.

Since many parents schedule their children's annual and camp physical examinations at this time of year, we encourage you to prepare for the upcoming school year and ask your child's health provider to fill out the appropriate forms for the 2016-2017 school year, if required.

Towards this end, please have your family physician/healthcare provider legibly complete and sign the appropriate attached Health Services and/or Section 504 Accommodations Form(s) in its entirety.

Please attach a small current photograph to the upper left corner of the medication form for proper identification of your child.

Authorization forms may be returned to your child's school prior to the last day of school or forwarded during the summer to:

To ensure the provision of these services at the start of the new school year, completed forms should be returned by July 29, 2016.

Sincerely,