



Dear Parent or Guardian:

During the 2019-2020 school year, your child received health services (e.g., medicines) or accommodations under Section 504 of the Rehabilitation Act. The New York City Department of Education **requires** a new approval for services and/or accommodations each school year. The new approval confirms that your child still needs services and/or accommodations in school. It also makes sure your child receives appropriate services and/or accommodations.

Updated Medication Administration 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.

Updated Accommodation Request forms tell the school 504 Team if any changes may be needed for your child's 504 Plan. The 504 Team needs this to make sure that appropriate accommodations are provided.

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.

It is recommended to submit completed forms by **June 1, 2020, or as soon as possible**, to ensure that your child will receive approved services at the start of the 2020-2021 school year.

- Mail all Medication Administration Forms (MAFs), except Diabetes MAFs, to:

Director of Nursing  
New York City Department of Health & Mental Hygiene  
Office of School Health  
Gotham Center  
42-09 28<sup>th</sup> Street, CN-25  
Queens, New York 11101-4714

- Email Accommodation Request forms (Request for 504 Accommodations Parent Form, HIPAA and Medical Accommodations Request Form) to the school's 504 Coordinator:

(Name)\_\_\_\_\_ at

(Email address):\_\_\_\_\_

Sincerely,