



Dear Parent or Guardian:

Your child may be able to receive health services and/or medical accommodations in school and DOE programs/activities under Section 504 of the Rehabilitation Act of 1973. These services help a student with health needs to participate in school on an equal basis as their peers who do not have disabilities. For example: students with a medical condition may be given medicine at school according to their health care provider's instructions, or students who have trouble seeing or hearing may be seated close to the blackboard.

The Office of School Health reviews medical accommodation requests each school year to confirm whether your child needs services and/or accommodations in school, and to let the school know about any changes to ensure your child's needs are met.

To get ready for the upcoming school year, please:

- ask your child's health care provider to fill out the attached Diabetes Medication Administration Form or Medication Administration Form (attach a small recent photo to the upper left corner) and Medical Accommodations Request Form.
- submit the completed Diabetes Medication Administration Form or Medication Administration Form to the school nurse as early as **June 1, 2021, or as soon as possible**, so that your child receives authorized services at the start of the 2021-2022 school year.
- submit the completed Medical Accommodations Request Form to your school's 504 Coordinator, along with the Parent Request Form with HIPAA to request educational and other school-based accommodations.

Medical forms that are sent after the end of the school year can be submitted as follows:

Diabetes Medication Administration Forms:

Fax to:

347-396-8945 (Bronx & Manhattan)

347-396-8933 (Brooklyn & Staten Island)

347-396-8932 (Queens)

Or

Mail to:

Attn: DMAF Coordinator

New York City DOHMH

Office of School Health

42-09 28th Street, CN-25

Queens, New York 11101-4714

All other Medication Administration Forms:

Mail to:

Attn: Director of Nursing

New York City DOHMH

Office of School Health

42-09 28th Street, CN-25

Queens, New York 11101-4714

Or

Email to the borough where your child will attend school:

BronxMAF@schools.nyc.gov BrooklynMAF@schools.nyc.gov

ManhattanMAF@schools.nyc.gov

QueensMAF@schools.nyc.gov

StatenIslandMAF@schools.nyc.gov