



Dear Parent or Guardian:

Your child may be able to receive health services and/or medical accommodations in school under Section 504 of the Rehabilitation Act. These services help a student with health needs to fully participate in school. For example, students with a medical condition may be given medicine at school. Students who have trouble seeing or hearing might be seated close to the blackboard.

The New York City Department of Education must review all requests for services and/or accommodations each school year. The review confirms whether your child needs services and/or accommodations in school, and lets the school know about any changes to past services and/or accommodations. It also makes sure your child receives appropriate services and/or accommodations.

Many parents schedule their children's medical checkups at this time of year. We encourage you to also get ready for the upcoming school year. At your child's next visit, ask your child's health care practitioner to fill out the attached accommodation forms. Attach a small recent photo to the upper left corner of the medication form. This helps the school properly identify your child.

Parents should send completed medical forms as early as **June 1, 2020, but as soon as possible**, so that your child receives authorized services at the start of the 2020-2021 school year.

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

Educational Accommodation Forms

The educational and other school-based accommodation request forms (Parent Request form and Medical Accommodations Request form) should be submitted to your school's 504 Coordinator at the beginning of the school year.