



Dear Parent or Guardian:

Your child has been receiving 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](#), [Medication Administration Form\(s\)](#), and/or [Medically Prescribed Treatment Form](#) (attach a small recent photo to the upper left corner).
 - After reviewing the forms completed by your child's health care provider, sign the back page of the form(s) and include your contact information.
- Submit the completed Diabetes Medication Administration Form, or Medication Administration Form, and/or Medically Prescribed Treatment Form to the school nurse as early as **June 1, 2023, or as soon as possible**, so that your child receives authorized services at the start of the 2023-2024 school year.
- To request new or modified accommodations: submit the [Medical Accommodations Request Form](#) (completed by your child's health care provider) to your school's 504 Coordinator, along with [the Request for Health Services/Section 504 Accommodations Parent Form](#).

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

Diabetes Medication Administration Forms:

Email to: OshDMAF@health.nyc.gov

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

Or

Fax to:

347-396-8945 (Bronx & Manhattan)
347-396-8933 (Brooklyn & Staten Island)
347-396-8932 (Queens)

All other Medication Administration Forms and Medically Prescribed Treatment Forms:

Email to the borough where your child will attend school:

BronxMAF@health.nyc.gov
BrooklynMAF@health.nyc.gov
ManhattanMAF@health.nyc.gov
QueensMAF@health.nyc.gov
StatenIslandMAF@health.nyc.gov

Or

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