



Missouri Department of Elementary and Secondary Education

—Missouri public schools: the best choice. . .the best results!—

Dear Parent/Guardian:

Your child has been accepted to attend a Missouri School for the Severely Disabled for the 2009-2010 school year. Before taking action on the enclosed forms, please contact the building administrator at the assigned school who will explain the forms to you.

Forms which must be completed and mailed or brought to the school before/on your child's first day of attendance:

Letter of Assignment
Doctor's Physical Examination Report (including complete immunization history)*
Bus Transportation Information
Emergency or Illness Form

Forms which may be applicable to your child. If so, return to school as soon as possible:

Meal Benefit Form for Free and Reduced Price School Meals
Medical Statement for Student Requiring Special Meals *
Medication Order (to authorize the administration of medication at school)*
(If your child may require special healthcare procedures to be performed at school or on the school bus, please let the school know the procedures and you will be sent an authorization form to complete. Common procedures include administration of oxygen, epi-pen, suctioning, gastrostomy feeding and care, and catheterization.)*
*form requiring a doctor's signature

Notice for your information:

Public Notice (Asbestos Hazard Emergency Response Act)
MSSD – Administrative Service Area Map
2009-2010 Missouri Schools for the Severely Disabled School Calendar
Privacy Notice/HIPPA/Applicable to Families who are Medicaid Eligible

Please contact the school if you have questions about enrollment or about transportation services. The address and telephone number are included on the enclosed Letter of Assignment. If you cannot reach the school, you may call the Area Office. Enclosed is a listing that indicates which office serves the school where your child will attend.

We look forward to serving your child during the 2009-2010 school year.

Sincerely,

Merv Blunt, Director of Program Services
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