

Farmington Public Schools

Special Education

Dear Parent/Guardian:

As our school year winds down and we reflect on our very busy year we begin our preparations for the fall. The enclosed packet includes all the forms needed for the upcoming 2025-2026 school year. Below is a check list of what forms need to be completed before starting school. This checklist is intended to help you check off each item as you have it completed by your physician and/or yourself.

1. ☐ **Student Emergency Information** (Complete as much as possible and remember you **must** have at least 3 working phone numbers of contact persons to call in the event of an emergency or illness)
2. ☐ **Medical Record Update** (This should be completed and **signed by your student's physician**. The information is used to keep your child safe at school and during any emergency as well as prepare for your student's IEP/MET)
3. ☐ **Seizure Action Plan** (If your student has no history of seizures or it has been a long time since his/her last seizure please indicate that on the form)
4. ☐ **Shunt Malfunction Action Plan** (If this is not applicable to your student, please disregard this form)
5. ☐ **Allergy Action Plan** (If your student has no history of allergies, please indicate that on the form)
6. ☐ **Authorization for Medical Procedure Form** (If your student is to have medical procedures done at school then this **must** be completed and **signed by a physician** and renewed annually. All procedures can be documented on one form)
7. ☐ **Authorization for Medication Form** (If your student is to take medication during school hours, i.e. prescriptions, over the counter, herbal, this form **must** be completed and **signed by a physician** before medication can be given at school and renewed annually)
8. ☐ **Guardianship Form** (If you/a guardian/a care provider have full or partial guardianship of your child you **must** provide the court order)
9. ☐ **Authorization for Photographs**
10. ☐ **Blanket Field Trip Permission Form**

Thank you in advance for completing the above thoroughly and accurately. ***Please remember that failure to complete and turn in the above forms by the first day of the new school year may put your child at risk of being excluded from activities and/or instruction for their own safety.*** We look forward to a safe and healthy school year working with your son/daughter. If you have any questions or concerns, please do not hesitate to call the school office at (248) 489-3833 or the nurse's office at (248) 888 - 6190 for Mary or (248) 426 – 2934 for Leslie and we will try to assist you.

Sincerely,

Mary Larsen RN, BSN
Leslie Wirth RN, BSN
District Nurses
Farmington Public Schools