

**PROCESS: Requesting a Special Diet Accommodation per the Special Diet Medical Statement**

1. Medical Professional diagnoses an allergen or special dietary need.
2. Parent obtains the Special Diet Statement form: Online, Health Office, or via Kitchen Manager (Coordinator) for new dietary needs.
3. Parent completes “Part 1: Participant Information” prior to providing the form for completion by a medical professional.
4. Parent ensures the completed form is sent to the Kitchen Manager (Coordinator).
5. Kitchen Manager (Coordinator), emails, faxes, or mails the form to the Dietetic Technicians at the Culinary and Nutrition Services Center.
6. Dietetic Technician reviews the form for completion and contacts parent(s), medical professional, and/or nurse with questions as needed.
7. Dietetic Technician sends an email to the Kitchen Manager (Coordinator) and Health Office approving the special diet request along with instructions for the diet as needed.
8. Kitchen Manager (Coordinator) begins ordering food to fulfill the special diet request.
9. Parent/guardian is responsible for providing a new special diet statement if there are any updates or changes to current dietary forms on file. It is not necessary to provide a new special diet statement every school year if there are no dietary changes.