



Date:

Dear Parent/Guardian:

*It has come to my attention that you have not returned the school's phone calls/emails regarding your child's medical alert condition and their possible need for medication should a medical emergency arise. It is imperative that we speak with you to ensure a safe school setting for your child.*

*This letter is to let you know that if we do not hear from you, your child will be on the medical alert list; however, if they require emergency medical attention our course of action will be to call 911.*

*A supply of their medication, if needed, would be appreciated with the appropriate completed paperwork. This can be obtained at our main office.*

*Your prompt attention to this matter is appreciated.*

*Please do not hesitate to call if you have any questions.*

*Sincerely,*

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*Principal*