**SPECIAL DIET REQUESTS**

1. At the start of each school year, Eastmont School District will notify all families of the availability of special dietary accommodations. This notice will include the procedure for requesting an accommodation.
2. Reports of a child with a food allergy or other impairment that affects the student’s diet must be reported to the School Nurse. The School Nurse will direct all special diet requests to the Food Service Director for review before implementing at the school level.
3. Once the School Nurse is made aware of a student’s special dietary need, Health Services will notify the family that the school must receive a completed “Request for Special Dietary Accommodations” form signed by a recognized medical authority. Families will also be informed of the offer vs serve policy in school meals for children without a medical impairment. The current form “Request for Special Dietary Accommodations” can be found on the Food Services page at [www.Eastmont206.org](http://www.Eastmont206.org). Or search “Special Diet” on the Eastmont School District website. Copy of form follows this procedure.
4. When a family returns the Request for Special Dietary Accommodations form, the child’s dietary needs will accommodated immediately. Health Services will notify the Food Service Director that a form has been received.
5. If the school kitchen receives a Request for Special Dietary Accommodations form directly from the school or parent, kitchen staff will forward to the Food Service Office for the director to review. The Food Service Director will notify the School Nurse and assist Kitchen Staff to make immediate accommodations for the student.
6. Requests for Special Dietary Accommodations are reviewed on a case by case basis. The Health Services Staff, Food Service Director, and / or student’s parent/guardian may need to meet and discuss the need of the student and an action plan before final implementation occurs. Reasonable dietary accommodations are provided to students with disabilities when the form is completed and signed by a licensed physician. If the paperwork submitted is incomplete, a diet modification will continue for 4 weeks to give the family time to complete the request. If a completed form is not submitted after 4 weeks, the family will be notified that the child’s special diet accommodation will be discontinued.
7. All Request for Special Dietary Accommodation forms are kept in a confidential folder in the School Nurse’s office, the Food Service office, and with school kitchen staff.
8. Requests for Special Dietary Accommodations are reviewed annually. The family is responsible to notify Eastmont School District when changes to the accommodation occur. The Health Services staff and Food Service staff will work together to share updated information and communicate day to day issues with students.

**Special Dietary Needs Checklist for School Administration**

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Family has been notified of the Special Dietary Needs Request Form.
* Family has been notified of Offer vs Serve in school meal service.
* Special Dietary Needs Request Form has been sent to the family.
  + - Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



* Completed Request for Special Dietary Accommodation form returned by the family.
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The student’s new diet is accommodated immediately
* All Lunchroom staff are notified of new special diet and provided with all information of Special Dietary Needs Request form.
* Special Diet information is entered into PrimeroEdge POS system.
* Completed Special Dietary Forms are stored in the nurse’s office with a copy in the Food Service Office and School Kitchen.

Or B.

* An incomplete Request for Special Dietary Accommodations form has been returned by the family.
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The student’s new diet is accommodated immediately
* All Lunchroom staff are notified of new special diet and provided with all information of Special Dietary Needs Request form.
* The family has been informed that more information is needed and given 4 weeks to return the completed form.
  + Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The family has not returned the form after 4 weeks.
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The family is notified that the special diet will be discontinued until a completed form is received.
* The Student’s special diet has been discontinued.
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

