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Dear Parents/Guardians:

Union County Public Schools is committed to serving your child nutritious meals each day. We recognize that **some students** have **special dietary needs** due to a **medical reason**, such as allergy, intolerance or therapeutic diet. In order for the UCPS School Nutrition Department to meet **special dietary needs** that students may have, we need for you to complete a Diet Order form. This Diet Order form will remain on file in the health record of the student and on file in the cafeteria computer system. This diet order should include all important information for the student and must be updated periodically (as the student's condition changes or every three years). Therefore, we need a completed Diet Order from your child's physician/health care provider indicating your child's dietary needs, allergies or food substitutions. We are certain that your child's physician/health care provider will cooperate in helping you get this needed information to document your child's health and nutrition needs.

Attached please find the Diet Order form which requires contact information and signature of both parent/guardian **and** physician. This form needs to be completed and returned to your school's cafeteria manager or the School Nutrition office for our records at least two weeks before the first day of school. The school cafeteria will record information in the cafeteria computer system to monitor student meal items and trigger special instructions sent to the cafeteria manager. This information is very important to maintain in the computer files because it will alert cafeteria staff of special dietary needs or food substitutions that you and your child's physician have indicated are required. There will be a delay between our receipt of the information and the time it takes to prepare the cafeteria. You will receive a letter once the cafeteria is able to provide your student an appropriate meal.

Please remember, if your child requires any special accommodations for food substitutions, this information should be noted on the diet order form. Please record information only if there are specific directions from the ordering physician. If there are other food choices on the menu that are not allergens, then your child will be expected to choose from those foods rather than have substitutions made. Food preferences are not taken into consideration with regard to available foods, just as this is not a consideration for a child without food allergies.

Should you have questions or concerns, please feel free to call the School Nutrition office at 704.296.3000, Ext. 2071. Contact School Nutrition office if **Spanish Diet Order** is needed.

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