

Date: _____

School: _____

Re: Transportation Requests

Dear Doctor/Healthcare Provider,

This letter is in regard to requests for transportation for medical issues. Extensive information is needed to make correct determinations concerning transportation for health issues. These are some general guidelines as to the information needed to base these requests on:

- Full diagnosis needed;
- Medications need to be listed with amounts, times, etc.;
- Copy of a physical done within the past year;
- Limitations in any activities, i.e., how far can a child walk (corner stop for bus pick up), can participate in sports and/or school activities, etc. specifically, which ones?;
- What specifically aggravates child condition, if any, i.e., walking (distance?) or climate changes, chemicals, etc?;
- Duration of problem; does child need transportation for full year or only for fall and winter months (11/1 – 4/1);
- Past medical history to support need for transportation accommodations such as treatments, hospitalizations, extenuating circumstances, etc.;
- Whether child can use public transportation (if an older child);

A form letter is not acceptable documentation for transportation at this time, as detailed information is needed to make an accurate determination of the child's need. A diagnosis of asthma does not automatically ensure transportation accommodations, but supporting evidence will help us make a better decision for the child. Please remember, transportation for medical issues is reserved only for children with the most critical of needs and the Cleveland Municipal School District does retain the right to refuse transportation except for those deemed most necessary.

If you have any questions, please feel free to call me in my clinic at (____) _____ - _____ or at pager (____) _____ - _____.

Again, thank you for your time and cooperation.

Respectfully,

School Nurse