

Department of Pediatrics

64 Medical Center Drive

PO Box 9214

Morgantown, WV 26506

Phone / 304-598-4835

Fax / 304-293-1234

Patients and families,

Our team places the highest priority on meeting the diabetic needs of your child as we transition into the upcoming school year. To ease this transition, we are asking that you please complete the following steps so that your child will be able to have their diabetic medication at school.

1. Please contact your school nurse and schedule a meeting prior to the start of school.
2. Complete the Diabetic School Form in its entirety prior to meeting with your school nurse. During your meeting, please discuss the information on the form and any concerns for your child's care while they attend school. Please agree upon a plan of care for your child during school hours.
3. Send the completed form through any of the options listed below:
 - Fax to 304-293-1234. Your school nurse may also be able to assist in faxing your forms during the meeting.
 - Send through MyWVUChart as an attachment. If you have not signed up for MyWVUChart, our office can assist you.
 - Mail to: WVU Pediatric Endocrinology
 PO Box 9214
 Morgantown, WV 26506
4. Allow 5-7 days for our office to receive and review completed forms. We will then send completed forms with a physician's signature to your child's school using the information provided on the form.

Please Note: Schools will not permit children to have medication at school without the Diabetic School Form being completed and signed by a physician. If you have any questions, please contact our office.