

# 1. Inform the school

Estimated time: 10 minutes

Whether your child has been living with diabetes for years or they're newly diagnosed, you should let the school know that your child has diabetes and will need support during the school day.

## What to Do

Email the school to inform administrators and the school nurse that your child has diabetes. Below is an email template you can use to get the conversation started.

Schools typically respond by asking for a copy of the doctor's orders.

## Sample Email:

*TO: School Administrator, School Nurse / Health Staff / Teacher*

*Dear [Administrator], [School Nurse], and [Teacher],*

*My child's name is \_\_\_\_\_, and they have type 1 diabetes. I'd like to work together to understand how we can keep them safe and happy this year! They have been living with diabetes for [x years / months] and [require some supervision / heavy supervision]. On a personal note, [add personal details about your child so you can start to build a relationship].*

*My email is [xxx@xxx.com](mailto:xxx@xxx.com) and my cell is (XXX) XXX-XXXX. You can reach me [indicate availability].*

*Looking forward to working together with you. Best,  
-[Your Name]*

## Tips & Tricks

- **Be kind:** Just like you, schools are scrambling to get everything ready for the upcoming year. Adding staff changes, long summers, and busy schedules to the mix, this is a very stressful time of year for everyone.
- **Be patient yet firm:** Because they're busy, you may not get an immediate response – especially if it's during the summer holiday. But they will get back to you – it's their job to help!
- **Start a Relationship:** You may already have a relationship with the school nurse. If not, you likely will soon enough. From the very beginning, we recommend treating the school staff as part of your extended care team. They'll be with your child at least 180 days out of the year, so they have a huge impact on the health outcomes of your child. Work together and treat them with respect (and expect the same from them!).

## FAQ:

### **1. Who Should I contact?**

In most cases you should contact the school administrator and health staff for your child's school. These should be available on your school district's website, if you don't know them already.

**2. What if I don't want to tell the school? Not an option. The school will help ensure your child is safe - and there are legal protections for your child that come with that. There's nothing to be ashamed of - there's absolutely nothing you did to cause this. Diabetes is just you and your child's new reality and it's up to you to work with the school to ensure your child is safe at school. Long-term, we want to help them thrive, but more on that later!**

### **3. What are my child's rights?**

See the federal laws for more information.