

## **SAMPLE FOLLOW-UP LETTER**

Dear Mrs. Wright:

Thank you for taking the time to meet with us on Tuesday, August 31, concerning our daughter Katelyn's juvenile dermatomyositis (JM) and how it may affect her schoolwork and school-related activities throughout the year.

This letter serves as written documentation of what we discussed and established during this meeting.

- Katelyn will be allowed to sit in a chair during library time rather than on the floor. She will choose one friend to sit with her each day.
- Katelyn will participate in indoor physical education activities to the best of her ability each day. For outdoor activities, she will again participate to the best of her ability, and we will re-evaluate her participation on a monthly basis, more often when new medicines are introduced or symptoms worsen.
- On days Katelyn receives her medicines, she will be given extra rest time in the nurse's office. (Schedule of medication days is attached. We will alert you of any additional days or medicines added.)
- You will alert us if anyone in the school has any contagious illnesses, as Katelyn's suppressed immune system leaves her more vulnerable. Not only is Katelyn more susceptible to catching an illness; exposure can also lead to a flare of her JM symptoms resulting in severe reactions and damage.
- Once a month, we will come to your office to meet with you and Katelyn's teacher to discuss her progress and any concerns we have. (Schedule of meeting dates attached.)

Thank you again for working with us to assure Katelyn's elementary school experience is a positive one.

Sincerely,

John and Abbie Martin