

HOW TO GET SCHOOL ORDERS: Complete the following by **August 15th**

****Attention!!!** If your child (1) does NOT have a future appointment and (2) has not been seen by an Endocrinologist since **March 1, 2016**, school orders WILL NOT BE COMPLETED until you schedule a Doctor's appointment (Call 503-413-1600 OR log on to [MyHealth:](#))**

1. First, gather the following information for school orders:

- a. Your child's first and last name, birthday, and your phone number
- b. The name of your child's endocrinologist (diabetes doctor)
- c. **School name and school fax number**
- d. Type of insulin (Novolog/Humalog/Apidra), whether they use pens/syringes or an insulin pump
- e. Lunch-time insulin to carb ratio & high sugar correction starting at target blood sugar

For Example:

- *My child's full name is _____, his/her birthday is _____ and our phone number is _____.*
- *S/he sees Dr. _____.*
- *S/he attends _____ elementary/middle/high school and the **school's fax number** is _____.*
- *S/he uses _____ insulin pen or _____ pump and is on a _____ ratio for carbs. at lunch.*
- *S/he also gets a high sugar correction of 1 unit for every _____ blood sugar points starting at _____.*

2. See below instructions according to your future appointment schedule

- a. If you have a future appointment with your endocrinologist **before** school starts:
 - i. Bring the above information to the appointment and school orders will be handed to you.
- b. If you do not have a future appointment before school starts: please follow the following steps:
 - i. Email the information to the educator email:
childrensdiabeteseducation@lhs.org
 - ii. Send a [MyHealth](#) message via website or phone app
 - iii. Only if you do not have an email/MyHealth: Call 503-413-1600x3x3 and leave a message with all of the above information