

# Sample Letter to Health Care Provider Regarding Health Care Plan

Date: \_\_\_\_\_

Dear \_\_\_\_\_ (put applicable title – i.e., MD,  
DO, etc.)

The \_\_\_\_\_ school district  
has been asked to provide specialized health care for your patient  
\_\_\_\_\_.

If it is essential that this procedure be provided during school hours, we will need  
your written order on file.

Attached is a tentative health care plan for this student, including a description of a  
standardized procedure. Please review these materials, make written comments,  
and provide the requested information to guide us in providing a safe school  
environment. We will incorporate your comments and make adjustments in the  
procedure as directed. Services will begin when we have the necessary orders and  
adequately trained personnel in place.

Please feel free to contact \_\_\_\_\_, who  
is assuming the responsibility for the management of this student's health care in  
our school. She (he) can be reached at \_\_\_\_\_  
(add best time to call, if this is pertinent).

Sincerely,