



Foodservice Department

Instructions for Completing the Annual Modified Meal form and Receiving Modified Meals

In order to better serve our students with specialized dietary needs, an *Annual Modified Meal Request* form must be completed each school year. The parent or guardian is required to submit a new form signed by the student's physician or medical authority. *Recognized medical authorities include physicians, physician assistants, nurse practitioners, or registered dietitians.* **If the student does not eat or follow the modified meal, you will be contacted by the Registered Dietitian to determine how to proceed.** Modified meals cannot be provided to accommodate religious preferences, personal diet modifications, or food dislikes; however, our menu variety allows students to select items that meet their dietary preferences. Parents or guardians are encouraged to plan ahead with their students using IPS Foodservice menus.

IPS Foodservice link: <http://www.myips.org/Menus>

Instructions:

- 1) The parent or guardian completes the top portion of the form including required signature.
 - 2) The medical authority completes the lower section of the form including required signature.
 - 3) Please verify each section is complete before submitting.
Incomplete forms cannot be honored.
 - 4) Fax the completed form to (317) 226-4677 (preferred method) or return directly to the Foodservice Manager at your student's school.
- The completed form is processed by the Registered Dietitian in the IPS Foodservice Department. If you have questions or concerns regarding your student's modified meal, please call the Registered Dietitian at (317) 226-4772.