



MEDICATION DROP - OFF PROCEDURE

IF YOUR STUDENTS NEEDS TO HAVE ANY PERSCRIPTION MEDICATION ADMINISTERED BY THE OFFICE DURING THE SCHOOL YEAR, PLEASE CALL THE OFFICE @ (920) 337-1087 TO SET UP AN APPOINTMENT PRIOR TO THE FIRST DAY OF SCHOOL.

THE FIRST DAY OF SCHOOL IS A VERY EXCITING DAY IN THE OFFICE AND THE STAFF WOULD LIKE TO BE ABLE TO ASSIST YOU IN A MORE PRIVATE SETTING.

ALL PERSCRIPTION MEDICATION MUST HAVE SIGNED PAPERWORK FROM YOUR STUDENT'S DOCTOR. FEEL FREE TO CALL OR STOP INTO THE OFFICE IF YOU NEED TO PICK UP THE PROPER MEDICAL FORM.

YOU MAY ALSO DROP OFF ANY OVER THE COUNTER MEDICATION FOR YOUR STUDENT PRIOR TO THE FIRST DAY OF SCHOOL. ALL OVER THE COUNTER MEDICATION ALSO NEEDS A COMPLETED MEDICAL FORM FILLED OUT AND SIGNED BY THE STUDENT'S PARENT/GUARDIAN.

