



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON-ROCK ISLAND ARSENAL
1 ROCK ISLAND ARSENAL
ROCK ISLAND, ILLINOIS 61299-5000

REPLY TO
ATTENTION OF:

Director, Child, Youth & School Services

APR 01 2009

Dear Child, Youth & School Age Services (CYSS) Parent,

Department of Army has recently updated the Asthma, Allergy, Special Diet, Seizure, and Diabetes forms. To assist your child's licensed health care professional in completing the forms correctly, the following guidelines have been established:

Forms must be:

- Completed by a licensed health care professional (Medical Doctor or Doctor of Osteopathic Medicine). The doctor may NOT be a Chiropractor or Doctor of Holistic Medicine.
- Signed and stamped by the licensed health care provider.
- Legible and easy to read. The form will be posted in the activity area of the program your child is attending and the steps outlined will be followed if an emergency situation occurs.
- Returned to CYSS Central Registration Office in original form; no copies, faxes or emails will be accepted.
- Completed before a new child begins CYSS programs. If your child is currently attending CYSS Programs, it must be completed within 2 weeks of issuance.
- Reviewed and signed by the Army Public Health Nurse (APHN) at Ft. Knox Kentucky to determine if it is correctly completed.

Thank you for your assistance in this matter. If you have additional questions or concerns, please contact CYSS Central Registration at 309-782-0791.

Nancy J. Reeves

NANCY J. REEVES
Chief, Child, Youth & School Services