**School Forms Policy**

The Woodlands Allergy, Asthma & Immunology Clinic is committed to ensuring the health and safety of all our young patients. To properly complete school forms, we require updated medical history, a physical exam within 6 months, and an up-to-date weight that is essential for adjusting the dosing of emergency medications. These tasks cannot be properly performed without an office visit.

**This is necessary for medical liability and safety issues and no exceptions will be made.**

Policy Details:

1. In-Office Visit Requirement: School forms can only be completed for patients who have had an in-office visit within the past six months.

2. Family Responsibility: Failure to plan on the part of the family does NOT constitute an emergency on the part of the clinic. Our office does not have the manpower to cope with the torrent of forms that flood the office at the end of every summer. It is neither advisable nor expected for clinicians and staff to drop everything else for last-minute visits or school forms. These forms are often given to families at the end of each school year. Please plan accordingly to avoid delays and ensure your child's forms are completed on time.

3. Checklist:

- Has your child had an appointment in the last six months?

- Do you have the forms from the school that are needed or prefer the FARE form?

- Did you fill out your portion of the form prior to the appointment?

4. Turnaround Time: The turnaround time for school forms is TWO weeks if not completed in the context of an office visit. Forms can be posted to the patient portal or picked up in person.

**This policy was created to ensure that all children have emergency action plans and school health plans that are accurate and up-to-date. We thank you in advance for your cooperation.**