



# South Lyon Community Schools

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Special Education Department • 62500-B West Nine Mile Rd. • South Lyon, MI 48178 • (248) 573-8220 • Fax (248) 437-8438  
Susan Toth, Director of Special Education

June 8, 2018

Dear Parent/ Guardian,

You are receiving this correspondence because your child has been identified as having an Emergency Medical Care Plan through a Section 504 Plan. As you may know, the medical paperwork expires at the end of each school year. In order to be prepared for the first day of the 2018-2019 school year, it is necessary for the enclosed documents to be updated and resubmitted. Please note that the forms require both a doctor's signature and parent's signature in several places dated after July 1, 2018. Also, the documents are available as fill-in forms on our District web-site at [www.slcs.us](http://www.slcs.us).

For your convenience, we have arranged three ways for you to communicate the updated medical forms to the district: US Mail, Fax, or Drop Off. If you prefer to mail in your documents, please send them to the address listed below:

**Mail to:**

South Lyon Community Schools  
Special Education Department  
Attn: 504 Coordinator (Please specify Elementary/Secondary)  
62500-B West Nine Mile Road  
South Lyon, MI 48178

**Fax to:**

248-437-8438  
Attn: 504 Coordinator (Please specify Elementary/Secondary)

**Drop Off:**

At the Special Education Office located in the Centennial Middle School between the hours of 7:00 A.M. and 2:30 P.M.

If you have any questions or concerns, including during the summer months, please contact Susan Toth, Director of Special Education at 248-573-8220.

Sincerely,

Susan Toth  
Director of Special Education  
Enclosures: EMCP, Prescription Form