



# Iredell-Statesville Schools

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## Procedures for Obtaining Special Diet Orders

1. The purpose of the Special Diet Order is to record a student's disability requiring dietary modifications to school meals and the changes needed. Examples of special diet requests include: Texture Modifications, Nutrient Modifications, Diabetes, Food Allergies, or any other type of modification **as required by a medical disability**.
2. A copy of the Iredell-Statesville Schools Special Diet Order form is located on the I-SS Child Nutrition Department webpage and in the student handbook. If a parent/guardian requests another copy, he/she can pick one up from the school office, cafeteria, or school nurse, or contact the Child Nutrition Office at (704) 873-2175.
3. The Special Diet Order **MUST** be completed by the parent **AND** Licensed Physician (MD) or Registered Dietitian (RD). A new Diet Order should be completed at least each school year or more frequently if the medical need changes. **The Diet Order must be complete and specific to the needs of the student.**
4. The original Diet Order needs to be sent to the Iredell-Statesville Schools Child Nutrition Office by mail or interoffice courier, or the parent may drop it off at the Child Nutrition Office (350 Old Murdock Rd, Troutman, NC 28166).
5. After the Diet Order is completed and reviewed, the Diet Order will be sent to the cafeteria manager with instructions to fulfill the order. The student's lunch account will be flagged with any specific needs. A copy of the Diet Order will be sent to the school nurse for reference.
6. If the student's Diet Order changes at anytime during the school year, a corrected Diet Order form needs to be completed following step #3 above.
7. Please allow a minimum of one week for the Diet Order to be processed. Therefore, if your child has specific needs, please provide him/her with a nutritious meal for breakfast and/or lunch until the diet order is in place.
8. Questions about the Special Diet Order form should be directed to the Child Nutrition office and/or school nurse. The Child Nutrition office will follow-up with the cafeteria manager and anyone else that needs to be involved.