

Student's Name		Age
Name of School	Grade Level	Classroom

**Round Rock Independent School District**  
**SPECIAL MEALS REQUEST FORM**  
**Eating and Feeding Evaluation**

Upon completion of this form return to Andrea Kilpper, Food Production Manager

[Andrea\\_Kilpper@RoundRockISD.org](mailto:Andrea_Kilpper@RoundRockISD.org)

16255 Great Oaks Dr., Round Rock TX 78681; 512-464-8376

The Food Service Department is required by the United States Department of Agriculture (USDA) to provide appropriate menu substitutions to students with life-threatening allergies (those that can cause anaphylactic reactions), or for students with disabilities that restrict their diet.

If this is a life-threatening allergy, or if your child has a disability that restricts their diet, please supply your school cafeteria manager with this SPECIAL MEALS REQUEST FORM (Parts A & B), completed in full and signed by a licensed physician.

If your child's food allergy is NOT life-threatening, the Food Service Department may, although is not required to, make the requested menu substitutions. Decisions will be made on a case-by-case basis, and most special meal requests can be accommodated simply by the variety in our menu. Food substitutions may be made at the discretion of the Food Service Department for individual students who do not have a disability or life-threatening allergy, but who are medically certified as having a special dietary need, or religious diet request. Before any decisions are made, this SPECIAL MEALS REQUEST FORM (Parts A & C) must be completed in full and signed by a recognized medical authority. If you have questions or concerns, please feel free to contact the Food Service Department's Director, Kelly Grones ([Kelly\\_Grones@RoundRockISD.org](mailto:Kelly_Grones@RoundRockISD.org); 512-428-2956) or Food Production Manager, Andrea Kilpper ([Andrea\\_Kilpper@RoundRockISD.org](mailto:Andrea_Kilpper@RoundRockISD.org); 512-464-8376).

Currently, RRISD's Food Service Department does not provide non-dairy or lactose-reduced/lactose-free milk substitutes to non-disabled students who cannot drink fluid milk due to a medical or special dietary need. Additionally, juice is not an approved fluid milk substitute, unless clearly stated by a physician in relation to a student with a life-threatening allergy or disability. Milk is not required to be taken as part of Offer-vs-Serve regulations and students may choose juice when offered as a fruit component in the meal.

## PART A.

The U.S. Department of Agriculture School Meals Program requires that ALL QUESTIONS BE ANSWERED in order for ANY diet modifications or substitutions to be made to school meals.

### TO BE COMPLETED BY PARENT OR GUARDIAN

☐ My child will be eating school prepared meals. Please define frequency and meals the student will participate in...

☐ My child will not be eating school-prepared meals.

I understand that it is my responsibility to renew this form before each school year and anytime my child's medical or health needs change. As the parent or guardian, I give permission for Round Rock ISD to contact the physician's office regarding my child's dietary needs.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Contact Number(s)

**For students with life-threatening allergies or disabilities, continue to PART B (TO BE COMPLETED BY PHYSICIAN'S OFFICE).**

**For students who do not have a disability or life-threatening allergy, but who are medically certified as having a special dietary need, or religious preference, continue to PART C (TO BE COMPLETED BY A RECOGNIZED MEDICAL AUTHORITY).**

Round Rock ISD is not responsible for and cannot guarantee the accuracy of any child's diet. Products stocked by Round Rock ISD can change due to supplier changes or substitutions or manufacturer's formulation changes. Cafeteria managers and staff are not trained in dietary modifications. Parents are welcome to look at any food ingredient label or recipe.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1 (866) 632- 9992 (toll free), 1 (800) 877-8339 (Federal Relay Service) or 1 (800) 845-6136 (Spanish Speaking Assistance). USDA is an equal opportunity provider and employer.

## PART B.

### For Students with Disabilities and Life-Threatening (Anaphylaxis) Allergies

The U.S. Department of Agriculture School Meals Program requires that ALL QUESTIONS BE ANSWERED in order for ANY diet modifications or substitutions to be made to school meals.

#### TO BE COMPLETED BY PHYSICIAN'S OFFICE

##### SECTION 1.

- A) Does the Child have a Disability or a life-threatening allergy\* ?

Yes ☐

No ☐

If no, continue to PART C.

*\*Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, a "person with a disability" is any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment.*

- B) The child listed above possesses the following disability or life-threatening allergy: \_\_\_\_\_

- C) Explanation of why this disability restricts diet.

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- D) Major Life Activities affected by the disability/life-threatening allergy (check all that apply):

☐ Caring for one's self ☐ Eating ☐ Walking ☐ Seeing ☐ Hearing

☐ Learning ☐ Speaking ☐ Breathing ☐ Performing Manual Tasks

- E) Does the child with the disability have special nutrition or feeding needs?

If Yes, continue to SECTION 2. and have this form signed by a licensed physician.

Yes ☐

No ☐

##### SECTION 2.

- A) Foods/Beverages to omit: \_\_\_\_\_

- B) Foods/Beverages to substitute with: \_\_\_\_\_

- C) Can the student consume foods where the allergen(s) is an ingredient in the food product (for example, eggs are omitted, but eggs as an ingredient in pancakes is allowed?). \_\_\_\_\_

- D) Texture Modification, if applicable:

Liquids:	<input type="checkbox"/>	Thin	Solids:	<input type="checkbox"/>	Mechanical Soft Chopped
	<input type="checkbox"/>	Thickened (Nectar)		<input type="checkbox"/>	Mechanical Soft Ground
	<input type="checkbox"/>	Thickened (Honey)		<input type="checkbox"/>	Pureed
	<input type="checkbox"/>	Thickened (Pudding)			

Please provide additional comments or information as related to diet and/or feeding techniques.

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Printed Physician's name

Physician's Signature

Date

Clinic/Facility Name

Phone Number

Fax Number

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## PART C.

### For Students without disabilities but with special dietary needs requiring food substitutions or modifications.

Food substitutions or modifications for students with intolerances and allergies may be requested on this form, however, the Food Service Department is not required to provide substitutions to students without disabilities or life-threatening (anaphylaxis) allergies. Such determinations are only made on a case-by-case basis.

The U.S. Department of Agriculture School Meals Program requires that ALL QUESTIONS BE ANSWERED in order for ANY diet modifications or substitutions to be made to school meals.

This form must be completed in full and signed by a Recognized Medical Authority (Physician, Physician's Assistant or Advance Nurse Practitioner).

### TO BE COMPLETED BY RECOGNIZED MEDICAL AUTHORITY

(Physician, Physician's Assistant or Advanced Nurse Practitioner)

A) Name & describe the food intolerance, allergy or special dietary need:

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B) Describe the medical or other special dietary reason for the need for substitution:

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C) Foods/Beverages to omit (please be specific):

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D) Foods/Beverages to substitute with (please be specific):

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E) Can the student consume foods where the allergen is an ingredient in the food product (for example, eggs are omitted, but eggs as an ingredient in pancakes is allowed?) \_\_\_\_\_

F) Texture Modification, if applicable:

Liquids:	<input type="checkbox"/>	Thin	Solids:	<input type="checkbox"/>	Mechanical Soft Chopped
	<input type="checkbox"/>	Thickened (Nectar)		<input type="checkbox"/>	Mechanical Soft Ground
	<input type="checkbox"/>	Thickened (Honey)		<input type="checkbox"/>	Pureed
	<input type="checkbox"/>	Thickened (Pudding)			

Please provide additional comments or information as related to diet and/or feeding techniques.

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Printed Name of Recognized  
Medical Authority

Signature of Recognized Medical  
Authority

Date

Clinic/Facility Name

Phone Number

Fax Number

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