Ask your child’s school for support

A letter to start the conversation with your child’s school, if keratoconus or another eye condition and their scleral lenses affect school life.

Who fills it in: a parent or carer. Enclose a letter from your child’s eye doctor describing what they can and can’t see.

How to use it

- Type into the boxes in a PDF reader, or print it and write in pen. **The letter starts on page 2.**
- Tick only what fits. The list of changes is a starting point for a conversation, not a demand.
- In the US, ask the school in writing for an evaluation, and ask whether a 504 plan or an IEP (Individualized Education Program) fits your child better. In the UK, start with the school’s special educational needs co-ordinator (SENCO), and raise exam access arrangements well before exams.
- What the law says, with sources: sclerallensguide.com/tools/printable-forms/

This isn’t legal advice

This is a general starting point. Rules differ between countries and states, and change. The school or local authority sets out the process that applies to your child.

Your name **Date**

Your address, phone and email

To: school, and who principal, 504 coordinator, SENCO

Student name **Date of birth** **Grade or year, and teacher**

Re: Request for support for my child's eye condition

Dear

I am the parent or carer of the student named above.

My child's eye condition **Eye doctor and practice**

My child wears scleral contact lenses prescribed by the eye doctor named above. I would like to talk with you about support at school.

What I am asking for:

- ☐ **US:** Please evaluate my child to decide whether they qualify for a Section 504 plan, or for special education services and an IEP under IDEA.
- ☐ **UK:** Please consider SEN support and reasonable adjustments, and talk with me about exam access arrangements.

Changes I would like to discuss:

- ☐ A clean, private place and a little time to put in, refill or remove lenses
- ☐ Keeping a small lens kit at school (saline, remover, case and glasses)
- ☐ A short break if my child's vision blurs or fogs, or a lens is uncomfortable
- ☐ Seating with a clear view of the board
- ☐ Large-print or digital copies of class materials
- ☐ Extra time or rest breaks in tests and exams
- ☐ Contacting me, or letting my child call me, if a lens comes out or hurts

Something else:

How it affects my child at school (optional):

- ☐ I have enclosed a letter from my child's eye doctor.

Please let me know in writing what the next steps are, and who I should talk to. I'm happy to meet.

Thank you,

Signature

Your name