

# Teaching School Staff About UCDs

Taking the time to educate teachers, staff, and administration about UCDs can make managing a UCD at school much easier for everyone.

Use this sample email and customizable presentation to help you educate teachers and school staff about your child and his or her UCD. Fill in anything that appears in **[BRACKETS]**, or delete it if it doesn't apply to your child.

## Here are a couple of tips that may help:

- Start by customizing the sample email and sending it to your contact at the school. Set up a date and time that all the necessary people can attend
- Talk to the school about any audio-visual equipment you may need, like a laptop, a projector, or a projection screen
- Practice your presentation ahead of time! Try to keep it short and to the point while still including all the important details. Plan extra time for questions and discussion
- Save your presentation to a flash drive to bring with you, and/or email it to your contact at the school a day before
- Have copies of all the documents you want to go over (personal instruction sheet, medical protocol letter, substitute teacher resource, UCD in Common information card) printed and ready to go

## Email subject

Requesting a meeting to talk about UCDs

## Email body

Dear [NAME OF TEACHER/PRINCIPAL, ETC],

My name is [YOUR NAME], and my child, [CHILD'S NAME], is a student [AT YOUR SCHOOL/ IN YOUR CLASS]. [HE/SHE] has a rare disease called a urea cycle disorder (UCD). I'm writing to ask for your help setting up a meeting with [HIS/HER] teachers and other school staff. I'd like to teach everyone more about UCDs and give them some information about how this condition affects [CHILD'S NAME].

It's important for the school staff to know about [HIS/HER] UCD for a couple of reasons. First, there are certain things [CHILD'S NAME] needs to do or not do at school to help manage [HIS/HER] UCD. Additionally, a UCD puts [HIM/HER] at risk for a medical emergency. I want to make sure everyone understands this and is comfortable with the steps that need to be taken in an emergency situation.

I've attached the presentation I'd like to give at this meeting. It covers some UCD basics, as well as a lot of information that is specific to [CHILD'S NAME]. I will also have some printed resources to share and discuss. I hope this presentation will help everyone better understand [CHILD'S NAME], [HIS/HER] UCD, and [HIS/HER] needs at school.

Ideally, I would like to be able to meet for [AMOUNT OF TIME] to go over this presentation and any questions anyone may have. It would also be helpful if you and I could talk beforehand about any audio-visual equipment that might be available for me to use.

I'm excited to meet you and the rest of the staff who will be interacting with [CHILD'S NAME], and I look forward to working together to help [HIM/HER] have a successful school year!

Sincerely,

[YOUR NAME], parent of [CHILD'S NAME]

[YOUR CONTACT INFORMATION]