

To: _____ Date: _____

Title/Role: _____

School name: _____

Dear _____ [School staff member],

My child, _____ [Child's name], is a student in _____ [Grade/Teacher's name/class] at your school. I am writing to share that _____ [Child's name] is living with a rare kidney condition called complement 3 glomerulopathy (C3G).

C3G is a rare kidney disease that can cause symptoms that affect daily life, participation in class, and attendance at school. Common symptoms include feeling very tired; having headaches; swelling in the face, hands, or feet; and trouble focusing or keeping up with schoolwork. Some children may be encouraged to drink more fluids during the day, which can mean needing more frequent bathroom trips.

I kindly ask that this information about _____ [Child's name]'s condition be shared only with staff members who need to know in order to provide appropriate support.

Your understanding and flexibility can make a meaningful difference. Supportive measures may include:

- Flexibility with deadlines during absences
- Allowing rest breaks if fatigue occurs
- Notifying me if you observe visible swelling or signs of discomfort
- Communicating with me if you notice changes in energy, focus, or overall well-being
- Virtual attendance accommodations when possible or appropriate

Due to the nature of C3G, doctor's appointments may also result in missing school. Together, we are committed to staying on track and will keep you informed about upcoming absences with as much advanced notice as possible.

If you have any questions, please do not hesitate to reach out. I appreciate your understanding and partnership in helping my child have a safe, supportive, and positive school experience.

Sincerely,

Signature: _____

Printed name: _____

Date: _____



Important contact information

If you have questions or concerns, please contact:

Parent/Caregiver name(s): _____

Relationship to student: _____

Phone number(s): _____

Email address(es): _____

Treating physician name: _____

Practice/Hospital name: _____

Phone number: _____

Additional instructions or emergency notes (if applicable):