

Process for Special Dietary Accommodations

- 1.) Email Karen Buchholz, Registered, Licensed Dietitian, for Sodexo Campus Dining at Karen.Buchholz@drake.edu or all 515.271.3545. OR

Email Dannie Crozier, General Manager of Sodexo Campus Dining @ Drake University, Dannie.Crozier@drake.edu or call 515.271.3516

- 2.) Email the following information to Karen Buchholz & Dannie Crozier:
 - a. List the Special Dietary Accommodation:
 - b. Student Name:
 - c. Student Email:
 - d. Student Phone #:
 - e. Meal Plan for which the student has signed up for:
 - f. Guardian/Parent Name:
 - g. Guardian/Parent Email:
 - h. Guardian/Parent #:
- 3.) Send a doctor's note explaining the special dietary accommodation request to Michelle Laughlin, Coordinator of Student Disability Services. Michelle.Laughlin@drake.edu. Office # 515-271-1835. See address below.
- 4.) Karen Buchholz & Dannie Crozier will email/call the student and guardian/parent to setup a meeting time to review special dietary accommodations and answer questions.
- 5.) Dannie Crozier & Karen Buchholz will communicate with the dining services management team to make the requested special dietary accommodations.
- 6.) Contact Michelle Laughlin, Coordinator of Student Disability Services at 515-271-1835 to register for a 2nd residence hall refrigerator (for special dietary accommodation foods), in exception to the one per room guideline.

Contact Information:

Michelle Laughlin

Drake University
Attn: Michelle Laughlin
Coordinator of Student Disability Services
Professional and Career Development Services
107 Old Main
2507 University Ave,
Des Moines, IA 50311-4516

Dannie Crozier

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