

Dear Parent or Guardian,

We would like to work with you, your child, and your child's teacher(s) to gather information about your child's behavior at home and school. With the input from each person we can better develop a Care Plan to help your child succeed. Outlined below are the first steps in the evaluation process.

- In order to evaluate your child, your physician's office staff will provide you with Vanderbilt Rating Scales for Parents and Vanderbilt Rating Scales for Teachers.
- **Complete the Parent Vanderbilt Rating Scale.** (We recommend that each parent complete his / her own Rating Scale)



- **Fill in the information at the top of the Teacher Vanderbilt Rating Scale(s) (child's name, date of birth, etc.) and then take or fax to your child's school.**
- It is a good idea to give a pick-up date to the teacher(s) so that all of the Rating Scales can be returned to your physician's office at the same time.
- **Collect the completed Teacher Vanderbilt Rating Scale(s) or instruct the teacher(s) to fax the Scale(s) directly to the physician's office.**



- **Return all completed Rating Scales to your physician's office at least 48 hours prior to your scheduled appointment.**