

Dear Teacher,

I have started the process of evaluating your student, _____, for ADHD and other Behavioral disorders. As part of this comprehensive assessment process, myself and your student's parents are requesting that you complete the enclosed Vanderbilt Teacher Assessment form. According to national diagnosis standards, ADHD symptoms and impairments have to be documented in both home and school settings. Therefore, your participation is of critical importance: we cannot make or rule out the diagnosis without your observations.

When you have completed the Vanderbilt Form, please return it to the parents. Alternatively, you can fax the form to my office. My fax number is printed on the Vanderbilt Form at the bottom of side 1.

In keeping with professional information sharing and confidentiality recommendations, I have asked your student's parents/legal guardian to sign a release of information authorization, which you will find at the bottom of this letter.

Thank you in advance for your assistance.

Best Regards,

Child's Name:
Parent's Name: