

Dear School,

As the result of a recent comprehensive assessment, which included important information from your teachers, a student from your school has recently been diagnosed with ADHD and started on medication. As part of this comprehensive treatment process, the student's parents and I are requesting that your teachers complete and return a series of follow-up Vanderbilt forms. According to national evidence-based standards, ADHD symptoms and impairments need to be periodically monitored in both home and school settings. Therefore, your school's participation is of critical importance. Your teachers input will help us assess our treatment and adjust medications as needed to enable your student to achieve maximum success in the classroom.

In an effort to create a stronger partnership among schools, parents, and physicians, I ask for your assistance in communicating to your staff the importance of completing and returning these forms to my office, either by fax, mail, or by giving the completed forms back to the parents. If there is a teacher's assembly, staff meeting, or some regular gathering for your teachers, can you please share this information with them?

If it would be helpful, I also would be happy to lead a discussion for your faculty on the role of the teacher in ADHD assessment and treatment. Please contact me at my office if this is something you would like me to facilitate.

Thank you in advance for your assistance.

Best Regards,