

Dear School,

I have started the process of evaluating one of your students for ADHD and other behavioral disorders. As part of this comprehensive assessment process, the student's parents and I are requesting that the student's teacher(s) complete and return Vanderbilt assessment forms. According to national diagnosis standards, ADHD symptoms and impairments have to be documented in both home and school settings. Therefore, your school's participation is of critical importance. We cannot make or rule out an ADHD diagnosis without your staff's observations.

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 for your assistance.

Best Regards,