

Dear Teacher:

The parents of one of your students seek to have their child evaluated by our office for a health concern. As part of the evaluation process, we ask that both the child's parents and the teacher complete a set of behavioral rating scales for various possible diagnoses. This information is important for the diagnosis and treatment of your student.

Your time and cooperation in this matter are greatly appreciated. Attached please find a set of teacher rating scales and questionnaires entitled, Vanderbilt Assessment Scale: Teacher-Informant Form.

Generally, the teacher who spends the most time with the child should complete the teacher rating scales. However, if the child has more than one primary teacher or has a special education teacher, it would be useful for us to obtain a separate set of rating scales from each teacher. If more than one set of rating scales is required, please have the parent contact us and we will be glad to provide additional rating scales as needed. Please note that the same teacher should complete each entire set of forms.

Please fill out the forms as completely as possible. If you do not know the answer to a question, please write, "Don't know," so that we can be sure the item was not simply overlooked. Some of the questions in the rating scales may seem redundant. This is necessary to ensure that we obtain accurate diagnostic information.

We ask that you complete these forms as soon as possible, as we are unable to begin a child's evaluation without the teacher rating scales. The forms may be returned directly to our office or may be given to the parents to return them to our office.

Thank you for your assistance and cooperation in the completion of these forms. If you have any questions regarding the forms or if you would like additional information regarding services provided, please do not hesitate to contact us.

Sincerely,

Ted Solari, MD

