



Sample Letter to Teacher

Your teen's ADHD is best managed using a team approach. This involves frequent communication between the parent/guardian, the teen, as well as the teen's teachers and health care providers. Sending an introductory letter to your teen's teacher is a good way to inform him or her about your teen's ADHD and his or her needs in the classroom. It also shows that you are sincerely interested in working together with the teacher to help your teen succeed.

WHO SHOULD USE THIS TOOL?

A parent or guardian of a high school student with ADHD.

HOW SHOULD IT BE USED?

Before the school year begins, write a letter that introduces your teen to the people involved in his or her education. Think about who at your teen's school would most benefit from receiving this letter, e.g., your teen's teacher(s), advisor, special education coordinator or guidance counselor. Use this sample letter as a guide when writing the letter. Be sure to introduce your teen in a positive light, listing some of his or her interests and talents. Also be sure to clearly define areas in which your teen may require extra help and patience.

SAMPLE LETTER TO TEACHER

October 4, 2012

ATTN: Jane Smith
Thompson Elementary School
23 School Street
Davis, MA 04266

Dear Ms. Smith,

My daughter, Annie, is very much looking forward to starting the ninth grade with you this upcoming school year. I'm writing to introduce Annie, identify some things that will help her within your class, and ask for your help and sensitivity.

Annie was diagnosed with Attention-Deficit/Hyperactivity Disorder (ADHD) in 2008. She is extremely bright and curious, loves animals, and typically shows a wonderful kindness – but she also sometimes needs extra help in overcoming some of the challenges of ADHD.

Here are some of the areas where Annie may require extra patience and help:

- Improving her organization skills
- Understanding the requirements of homework assignments and their deadlines
- Getting to classes on time
- Speaking up in class in an appropriate way, at an appropriate time
- Remaining in her seat

Annie takes medication under the supervision of her pediatrician, Dr. Robert Cook, to help manage some of the symptoms of ADHD. She is currently taking Ritalin and Vyvanse. We have been in touch with the school nurse, Ms. Doe, and she is aware of this as well.

Please let me know if you have any questions about Annie or her diagnosis. I look forward to meeting with you and have provided my contact information below. My hope is that we can maintain an ongoing dialogue about Annie's performance in your class. Thank you very much in advance for your understanding and sensitivity.

Sincerely,

Susan Jones
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