

Sample Letter to School Nurse

When helping your child manage ADHD, it's important to view your child's school and medical providers as an "ADHD Team". Sending an introductory letter to your child's school nurse provides the nurse with your child's ADHD medication requirements. This helps ensure that your child can take his or her medication safely and responsibly.

WHO SHOULD USE THIS TOOL?

A parent or guardian of a child with ADHD.

HOW SHOULD IT BE USED?

Before the school year begins, send a brief letter to the school nurse at your child's school. Use this sample letter as a guide when writing the letter. If your child takes medication, be sure to include detailed information about the medication, as well as contact information for the prescribing clinician.



SAMPLE LETTER TO SCHOOL NURSE

August 1, 2011

ATTN: Jane Doe, RN Wilson Middle School 23 School Street Davis, MA 04266

Dear Ms. Doe,

Our daughter, Annie, is very much looking forward to starting the sixth grade with Ms. Baker's class this year. I'm writing to let you know that Annie was diagnosed with Attention-Deficit/Hyperactivity Disorder (ADHD) in 2009 and needs to take medication daily.

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:

- Atomoxetine, 10mg, every morning at 8AM
- Methylphenidate, 10mg, every afternoon at 3PM

I will notify you if Dr. Cook makes any changes to Annie's medication regimen. Please do not hesitate to contact me if you have any questions or concerns about Annie or her diagnosis. I have provided contact information below for myself, my spouse, and Dr. Cook. In case of an emergency, please try to contact me first.

Many thanks for your sensitivity and understanding – sincerely,

Susan Jones 401-202-9898 cell 401-212-7432 work 401-212-3838 home

Dan Jones 401-212-3944 cell 401-322-4848 work

Dr. Robert Cook 401-331-8474 office



Sample Letter to Teacher

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

WHO SHOULD USE THIS TOOL?

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

HOW SHOULD IT BE USED?

Before the school year begins, write a letter that introduces your child to the people involved in his or her education. Think about who at your child's school would most benefit from receiving this letter, e.g., your child'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 child in a positive light, listing some of his or her interests and talents. Also be sure to clearly define areas in which your child may require extra help and patience.



SAMPLE LETTER TO TEACHER

August 1, 2011

ATTN: Jane Smith Wilson Middle School 23 School Street Davis, MA 04266

Dear Ms. Smith,

My daughter, Annie, is very much looking forward to starting the sixth 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 2009. She is extremely bright and curious, loves animals, and typically shows a wonderful kindness in playing with kids her age – 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. 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 401-202-9898 cell 401-212-7432 work 401-212-3838 home sjones@email.com



Behavior Contract

Many children with ADHD can have trouble controlling impulsive behavior, causing problems at both school and home. A Behavior Contract serves several purposes:

- It is another way for you and your child to have an ongoing discussion about his or her behavior
- It allows you and your child to come to an agreement on what his or her behavioral goals should be
- It holds your child accountable for his or her actions and clearly defines the consequences

WHO SHOULD USE A BEHAVIOR CONTRACT?

Parents should use this tool to target a specific problem behavior and provide behavioral boundaries. You and your teen should agree upon concrete behavior goals. It should be signed by you, your child, and your child's teacher (if appropriate).

HOW SHOULD IT BE USED?

Sit down with your child and discuss his or her behavior goals. Both you and your child should agree upon a concrete plan to address a specific behavior that your child has been having trouble with. Avoid being general; be specific when defining your behavioral expectations.

For example: "I will work toward achieving my behavior goal of raising my hand in class, instead of blurting out the answer. I will wait patiently for my turn and will only speak when my teacher calls on me."

Then, agree upon a specific reward if your child meets his or her behavior goal:

For example: "If I go for one week straight without interrupting class, I will earn a trip to the zoo."

Be sure to agree upon a consequence if your child does NOT meet his or her behavior goal.

For example: "If I get in trouble for interrupting the class this week, I will lose my television privileges on Friday."

Re-visit the contract weekly with your child to discuss his or her progress toward meeting the goals. Make adjustments to the Behavior Contract if the goals prove to be too challenging or too easy for your child to meet.



Behavior Contract

	Date:
	ree that I will work toward achieving the following behavior goals:
I understand that the rewards for meeting m	ny behavior goals will be:
I also understand that I will face the followin	g consequences if I do not meet my behavior goals:
My Name:	Parent:
	Teacher:



Classroom Behavior Log

If your child is working towards meeting particular behavior goals, it's important to have a record of his or her specific behaviors over time. Determine which class(es) your child has the most behavioral difficulty in, and discuss with that teacher whether a daily classroom behavior log would be a helpful way to target specific behavioral problems. Sometimes, students with ADHD may only have difficulty with their behavior in certain classes, so using a classroom behavior log may not be appropriate for every class.

If you and the teacher agree that a behavior log would be useful, discuss whether rewards or punishments would be appropriate in response to your child's behavior. For example, has the teacher found it useful to immediately reward students' good behavior in the classroom, or should you reward your child at the end of the week? Every child is different, so you should use the classroom behavior log as a way to promote an ongoing dialogue between you, your child, and the teacher.

WHO SHOULD USE THIS TOOL?

This tool is meant to be used by your child's teacher to track his or her classroom behavior during the course of a week. You should discuss the results of the log with the teacher, so you can come up with the best solution for targeting specific behaviors.

HOW SHOULD IT BE USED?

The Classroom Behavior Log can be given to your child's teacher to update daily, as a record of your child's behavior in class.



Child's Name: Teacher's Name:	Classroom Behavior Log Week of:							
	Monday	Tuesday	Wednesday	Thursday	Friday			
Arrived prepared with	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No			
materials	Note:	Note:	Note:	Note:	Note:			
Arrived on time	☐ Yes ☐ No	Yes No	Yes No	Yes No	Yes No			
	Note:	Note:	Note:	Note:	Note:			
Stayed in seat	☐ Yes ☐ No	Yes No	Yes No	Yes No	Yes No			
	Note:	Note:	Note:	Note:	Note:			
Raised hand when	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No			
answering questions	Note:	Note:	Note:	Note:	Note:			
Did not socialize	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No			
excessively w/ classmates	Note:	Note:	Note:	Note:	Note:			
Was respectful to teacher	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	Yes No			
	Note:	Note:	Note:	Note:	Note:			
Used classroom time	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No			
efficiently	Note:	Note:	Note:	Note:	Note:			
Other behavior:	Yes No	Yes No	Yes No	Yes No	Yes No			
	Note:	Note:	Note:	Note:	Note:			



Contacts List

When helping your child manage ADHD, it's important to view the partnership between you, your child's school, and medical providers as an "ADHD Team". This Contacts List provides a single place for keeping the names and numbers of all of the people involved in your child's ADHD care.

WHO SHOULD USE A CONTACTS LIST?

Parents of children with ADHD should fill out this Contacts List for their child. Make sure that everyone involved in your child's ADHD care has a copy of it, including:

- Your child, to keep in places such as his or her backpack, locker, binder/organizer, etc.
- **Your household**, posted in a visible location, like on the refrigerator, or by the telephone.
- Your child's teachers
- Your child's school nurse
- Your child's medical providers



	Contacts List							
Child's Name:								
Home Phone:								
Cell Phone:								
E-mail Address:								
Home Address:								
	Name	Phone Numbers	Email Address					
Emergency Contact:								
Downert /Consulting								
Parent/Guardian:								
Parent/Guardian:								
Family Doctor:								
Psychologist/Therapist:								
School – Main Number:								
School Nurse:								
Teacher:								
Advisor/Guidance Counselor:								
Tutor :								
Friend:								



Homework Log

Using an organized system of reminders and checklists can help children keep up-to-date with their homework assignments for the week. The Homework Log allows your child to remember not just his or her homework assignments for each day, but also the materials required to complete them, their due dates, and checkboxes to indicate whether they have been turned in. Teachers vary in the way they assign homework: some expect the student to write down the assignment, in which case this Homework Log would be helpful. In other cases the teacher may hand out each day's or a week's worth of assignments at a time, which could take the place of the log if they are kept in the binder.

WHO SHOULD USE THIS TOOL?

This homework log should be updated daily by the child and verified and initialed by the parents.

HOW SHOULD IT BE USED?

Have your child update the Homework Log as they are given new assignments. Make sure your child indicates what materials are needed to complete the homework assignment. Every night, verify that your child has finished the day's homework assignments, and/or your child has expressed a need for help (and will ask the teacher the following day). Once you have verified this, initial the log.

Long-term projects are often divided into smaller, more manageable steps. These tasks can also be tracked using the Homework Log.

Make sure the Homework Log is kept in a safe place in your child's binder or book bag.



	H	lomework Log				
Name:						
For the week of:						
	Description		Assigned by:	Parent's Initials:	Due date:	Turned In:
Assignment:						
	Books/Materials needed:	Help needed: Y /	ı			
Assignment:						
	Books/Materials needed:	Help needed: Y /	l			
Assignment:						
	Books/Materials needed:	Help needed: Y /	ı			
Assignment:						
	Books/Materials needed:	Help needed: Y /	ı			
Assignment:						
	Books/Materials needed:	Help needed: Y /	ı			
Assignment:						
	Books/Materials needed:	Help needed: Y /	I			



Initial Parent-Teacher Conference Organizer

Before the school year starts, schedule a time to meet with your child's teacher. This provides a useful opportunity to introduce yourself and learn about class expectations in advance, so that your child understands what he or she needs to do to be successful. A first meeting is also a good opportunity to discuss your child's individual educational needs with the teacher, and to find out where your child can get extra help, if needed.

WHO SHOULD USE THIS TOOL?

This tool is meant to be used by the parent or guardian.

HOW SHOULD IT BE USED?

Use this tool to take notes during the first time you meet with your child's teacher.

Make sure to exchange contact information with your child's teacher and discuss future communications.

After your meeting, sit down with your child and discuss the teacher's expectations for the class.



Initial Parent-Teacher Conference						
Child's Name Date / Time Teacher Class / Subject						

	<u> </u>					
Class Work Expectations						
1. What are your expectations for the	students of this class? Is a syllabus provide	ed?				
2. How much homework, on average,	will be assigned each week?					
3. Will any long-term or larger project	s be assigned (reports, presentations, pap	ers)?				
4.						
Discussion Points						
My child's individual needs						
Best learning approaches for my ch	nild; Which approaches have worked well i	n the past?				
What else can I do to help my child be successful in your class?						
Ongoing Communications						
Teacher's Phone Number	Teacher's Email	Preferred Method of Contact				

Ongoing Communications							
Teacher's Phone Number	Teacher's Email	Preferred Method of Contact					

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Medical Appointment Organizer

It is important to make the most of your visits with your child's clinician. This tool will help you optimize these visits and give you the opportunity to write down information provided by the clinician.

WHO SHOULD USE THIS TOOL?

The Medical Appointment Organizer is to be used by a parent or guardian in preparation for a clinical appointment. It is also a very useful tool to take notes during the appointment.

HOW SHOULD IT BE USED?

Print a copy of the Medical Appointment Organizer **BEFORE** your child's medical visit.

Sit down with your child and complete the "Changes since child's last visit" section together.

Write down any questions you or your child may have for your child's clinician.

If the clinician makes any changes to your child's medication regimen, be sure to make detailed notes. Make sure you and your child fully understand how to take the medication. Before the visit ends, make sure that all of your (and your child's) questions or concerns have been addressed.

After the visit, sit down with your child and discuss the visit together. Keep the Medical Appointment Organizer in a safe place so that you can refer back to it if needed.



Medical Appointment Organizer								
Child's Name			ite of	T		octor's Name		
Changes since child's last vis	it:			Less	Same	More	N/A	
Feels restless/fidgets								
Interrupts/talks out of turn								
Easily distracted								
Has difficulty sleeping								
Appetite level								
Other:								
Questions to ask during today's visit:				Notes				
1.								
2.								
3.								
4.								
	(Changes to	Medi	ication Reg	imen?			
Medication	Dose	Take at	Note	es				
		Fo	ollow	Up Visit				
Date:				Time:				



Medication Contract

If your child has received a prescription for ADHD medication, it is recommended that you sit down with him or her and discuss how to safely and responsibly take their medication. The Medication Contract can be used to structure this conversation.

WHO SHOULD USE A MEDICATION CONTRACT?

Parents should use this tool to speak with their children about their medication. Having your child sign a Medication Contract provides a good reminder of how to safely and responsibly take medication.

HOW SHOULD IT BE USED?

Have your child complete the information box with the name of his or her medication, the dosage, and the times of day that the medication is to be taken.

Read each agreement together with your child, and make sure he or she fully understands them.

Have your child sign and date the Medication Contract and update it if their medication regimen changes.



Medication Contract

l,	, understa	nd that my doctor has given me medication that will help me
with	my ADHD.	
	I understand that my doctor wants me to ta specific time of day.	ake a specific amount of my medication at a
	Name of my medication:	
	Dosage:	
	Time(s) of day that I take my medication:	
	I understand that I should NOT take any <i>mo</i> doctor tell me to do so.	ore or any less of my medication unless my
	I understand that I am the only person that give my medication to anyone else, because	t should take my medication. I promise not to e it could harm them.
	I promise to tell an adult (such as my pared been lost or stolen .	nts or my teacher) if my medication has
	derstand all of the rules above, and I promise tong my medication.	o follow them so that I stay safe while
Signa	ature:	Date:



Medication Log

If your child takes medication for ADHD, it can be useful to keep a day-to-day record of the impact of the medication. This information can be extremely useful to your child's health care provider - especially if your child has just started taking medication, or if there has been a change in his or her current medication regimen. A medication log can help your child's health care provider see whether or not the medication is having its intended impact.

WHO SHOULD USE THIS TOOL?

Your and your child should update the medication log together each day.

HOW SHOULD IT BE USED?

Every day, you and your child should complete an entry on the first part of the medication log. At the end of the week, sit down with your child and discuss how he or she felt that week. Together, complete the "How did you feel this week?" section. It is designed to inform your clinician of your child's levels of different ADHD symptoms experienced through the course of the entire week.

Present the completed medication logs to your health care provider. The prescribing clinician will be able to get a better idea of how effective a medication has been for your child.



Medication Log Medication & Dosage: Week of:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
At what time(s) did you take your medication?							
Did you eat before or after you took your medication?	Yes, before Yes, after No						
When did you notice the effects of the medication?	Immediately It took a while Never						
How long did the effects of the medication last?							

How did you feel this week?								
I was able to focus and pay attention	Less	Same	More	I didn't lose or misplace things	Less	Same	More	
I completed my assignments and chores	Less	Same	More	It was hard for me to work/play quietly	Less	Same	More	
I was able to stay neat and organized	Less	Same	More	I felt like my mind was "sped up"	Less	Same	More	
I was able to sit still when I had to	Less	Same	More	I moved/fidgeted my hands or feet a lot	Less	Same	More	
I waited for my turn without interrupting	Less	Same	More	I felt nervous	Less	Same	More	



Parent-Teacher Conference Organizer

You and your child's teachers should communicate on a regular basis. Frequent communication is a key part of a team-based approach (parents, child, and teacher) to managing your child's ADHD. It demonstrates that you want to work together with the teacher to ensure your child has every chance at succeeding in school.

Parent-teacher conferences don't necessarily have to be long. Even a brief 15-minute meeting or phone call can be valuable. Some teachers even use e-mail to communicate with students and parents. Find out which method of communication your child's teachers prefer.

WHO SHOULD USE THIS TOOL?

This tool is meant to be used by the parent or guardian of the child.

HOW SHOULD IT BE USED?

Use this tool to take notes whenever you meet or speak with your child's teacher. Be sure to ask about both the areas where your child excels and where there is room from them to improve.

Note that if you are meeting a teacher for the first time, you should use the "Initial Parent-Teacher Conference Organizer" tool.

Afterwards, sit down together with your child and discuss the notes you took at the parent-teacher conference.



Parent-Teacher Conference Organizer			
Child's Name	Date / Time	Teacher's Name	Class / Subject
My child is performing well in the areas of:		Examples	
My child's biggest opportunities for growth are:		Examples	
Notes			
Date and Time of Next Contact	ct:	Preferred Method of Contact:	



Release of Information

ADHD in children is often best treated with a team-based approach, where there is frequent cooperation and communication between the child's school, parents, and health care providers.

By law, every individual's medical records are confidential. However, there are times when information-sharing can be useful when treating ADHD. A Release of Information form grants authority to your child's health care providers to share certain health information with your child's school. This could include information about your child's ADHD diagnosis or medications. The sharing of this information can be very useful when coordinating a team-based approach.

WHO SHOULD USE THIS TOOL?

The Release of Information form should be completed by the child's parent or guardian.

HOW SHOULD IT BE USED?

The middle portion of this form should list your child's health care provider (for example, a pediatrician or psychiatrist) as well as someone from your child's school. This could include a teacher, nurse, special education coordinator, or other school official. The purpose of this form is to allow the two listed parties to share medical information about your child.



RELEASE OF INFORMATION

THIS FORM CONFIRMS YOUR AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION FOR A SPECIAL PURPOSE.

CONFIRMATION OF AUTHORIZATION

I give my authorization for the people named below to share health information about my child's ADHD evaluation, diagnosis and treatment.

Child's Name:	
Parent/Guardian's Name:	
Address:	
Telephone:	
USE OF PROTECTED HEALTH INFORMATION This information is to be used to coordinate services and tree information about my child's medical history, behavior, perf	atment planning for the child named above, and may include ormance in school, and medications.
Teacher/School Official you are authorizing to receive, use a	and/or disclose the protected health information described above:
Name:	
Telephone:	
Freatment Provider you are authorizing to receive, use and/	or disclose the protected health information described above:
Name:	
elephone:	
BY SIGNING BELOW	
I have had the chance to read and think about the cin this authorization.	content of this authorization form and I agree with all statements mad
I understand that I may revoke this authorization at	anytime by giving notice to the parties named above.
 I understand that by signing this form, I am confirm protected health information. 	ing my authorization for release, disclosure and use of my child's
This authorization will expire in 180 days, unless oth	herwise changed and/or revoked.
Name of Parent/Guardian	Name of Witness
Signature of Parent/Guardian	Signature of Witness
Date	 Date



Transitioning from Middle to High School

This tool serves as a handy timeline and checklist to keep track of the things you and your child can prepare for to have a smooth transition into high school.

WHO SHOULD USE THIS TOOL?

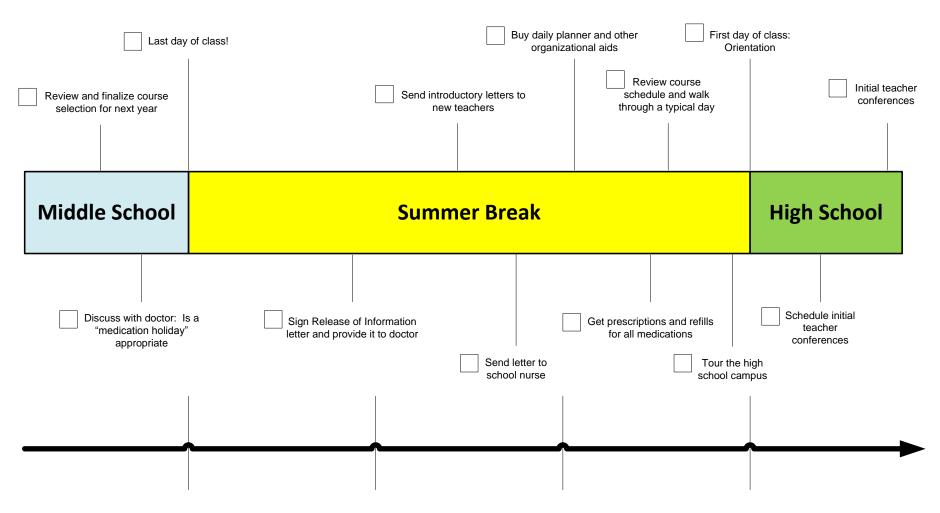
This tool is meant to be used by the parents of children who will be transitioning from middle to high school.

HOW SHOULD IT BE USED?

This tool is general timeline showing the end of your child's last year of middle school, summer break, and the first few weeks of high school. The timeline is marked throughout with general suggestions on when to take certain steps that can help your child manage their ADHD as it relates to school. Some of these steps include sending introductory letters to your child's new teachers and touring the school with your child during the summer to locate your child's locker and classrooms.



Transitioning from Middle to High School





Weekday Planner

Having your child keep a checklist of the day's activities can be a great way to establish and reinforce a sense of routine throughout his or her day.

WHO SHOULD USE THIS TOOL?

The Weekday Planner is meant to be filled out by your child.

HOW SHOULD IT BE USED?

Print out a copy of the Weekday Planner for your child at the beginning of each week, and help him or her fill it out. It should be updated daily and used to record and track all activities that are scheduled or reoccurring regularly.

Make sure your child keeps it somewhere safe but accessible. Make it his or her responsibility to update the Weekday Planner frequently.



Weekday Planner Wednesday **Friday Monday** Tuesday **Thursday** Breakfast ☐ Breakfast Breakfast ☐ Breakfast Breakfast Morning Pack up for school Take medication Take medication Take medication Take medication Take medication School Books for homework **After School Evening** Homework Homework Homework Homework Dinner Brush teeth Dinner Dinner Dinner Dinner Lay out clothes for Tues. Lay out clothes for Weds. Lay out clothes for Thurs. Lay out clothes for Fri. Brush teeth Brush teeth ☐ Brush teeth Brush teeth