



Regarding: _____

Date: _____

Dear Teacher:

The parents of the above captioned student are seeking to have their child evaluated by our office for a health concern. As part of our evaluation process, we ask that both the child's parents and teacher complete a set of behavioral rating scales.

This information is important for the diagnosis and treatment of your student. Your time and cooperation in this matter is greatly appreciated. Attached please find a set of teacher rating scales (questionnaire). This form is called the NICHQ Vanderbilt Teacher Assessment Scale.

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 sheet is needed, you have permission to copy the teacher rating form for as many teachers 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.

In your evaluation of your student, please don't give them a better evaluation of their behavior than is really true. Be bluntly honest. Also, in the comments section of the ratings scale please write a narrative paragraph detailing how this student is doing in your class. Please note any disruptive or problematic behaviors. If there is not enough space on the rating forms for this paragraph attach a separate sheet.

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. Thank you for your assistance and cooperation in the completion of these forms.

Sincerely,
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