

Get to Know My Child

Personalize this letter of introduction and hand it to the teacher during the first month of school.

Dear [Teacher's Name],

We wanted to take this opportunity to help you get to know [Child's Name] better. He is smart, but he often struggles in school because of his ADHD and deficits in executive functions. The more you know about him, the easier your job will be and the more successful he will be in school.



First let me tell you about his strengths:

- > Creative
- > Kind and respectful
- > Eager to please adults

[Child's Name's] special interests and talents

- > Athletic; a great swimmer
- > Understands and can program and repair computers
- > Does electrical repairs around the house
- > Loves video games
- > Enjoys socializing with friends

Most of [Child's Name's] challenges are due to his diagnosed ADHD and executive function deficits:

- > Daydreaming
- > Finds it hard to get started on and finish his work
- > Forgets homework assignments
- > Forgets to turn in homework
- > Weak written expression—finds it hard to get his ideas on paper and to organize them
- > Difficulty memorizing math facts, learning foreign languages, and completing complex multi-step algebra problems
- > Slow writing and reading—as a result, he produces less written work

Previous teachers have found these strategies to be most effective. He has a Section 504 Plan, which has been helpful in recent years.

- > Select someone to gently remind him to get started
- > Tap him gently on his shoulder to get his attention
- > Give him a quiet place to take tests

Our child wants to do well in school, even though it may be hard for him at times. His [dad] and I are willing to work with you any time. Let us know if texting, email, or calling fits your schedule best. Here's our contact information: [111-111-1111; name@email.com].

We look forward to having a great school year.

Warm regards,

[Your Names(s)]