LETTERS TO PEDIATRICIANS AND OTHER MEDICAL PROFESSIONALS

**Things to consider:**

1. Professional letters are done in Times New Roman font, 12 pt
2. Use school or district letter head (depending on your role)
3. Include the child’s name and birth date
4. Maintain objectivity as much as possible. (e.g., identify and describe behaviors-frequency, intensity and strategies utilized to support).
5. Provide assessed quantitative measured examples of behaviors identified.
6. There should be no exclamation points or pleading for help.
7. Avoid qualifying adjectives such as “very bright” or “amazingly empathic”
8. When being subjective, use language such as “seems”, or “suggests” or “it appears” – when a behavior is observable.
9. Do not give “clinical impressions” unless you have Masters in psychology, counseling psychology or a program that yielded DSM-IV-TR/V work. If you are giving “clinical impressions”, state that they are impressions along with accompanying rationales for the impression.
10. Consider commenting on five domains: behavioral, emotional regulation, social/interactions with others (peers and adults), physical (find & gross motor skills) and academic. Often point form works well to list observations’ and this format is easy for medical personnel to review.
11. Attach history. This could be copies of report card comments over the years, the current IEP, a print out of discipline items and /or other assessments (e.g., SLP, OT, PT, Connors’, etc.). Review file. Hopefully “baseline” behavioral checklists have been done as most diagnosis need to show longevity (not situational) and that more than one environment is impacted (e.g., school and home).
12. Ensure you have *Consent to Obtain/Release Form* signed and included with documents.
13. Ensure you list enclosures. Encl.
14. Ensure you provide a copy of the letter to the parent/guardian. Hence, consider this when you are writing. Also include School Principal, Itinerant Staff, etc.
15. Have Nora Kennett – District Administrator, School Psychologist or an Area Counsellor review the letter. Be willing to accept feedback.