

Navigating ADHD, Inc. Resources

Resources to Develop a Measurable and Effective ADHD Treatment Plan



The purpose of the email below is to check in with a teacher on goals that are part of an ADHD treatment plan. In this example, the teacher is familiar with the goals and is an active member of the support team. The three most important aspects to a check-in email are:

1. Keep the length short as teachers are very busy and you want this to be easy to respond to.
2. Make it very clear what you would like to check in on so that the teacher knows exactly what you are asking about.
3. Acknowledge that you truly appreciate the teacher's efforts. This isn't fake praise this is a genuine statement of what you are thankful for.

The tone of the email should be positive. Also, the email should be written in such a way which makes it easy for the teacher to understand and respond. Use this email as a starting point in creating your own email.

Sample Email

Good Morning Mrs. Smith,

I wanted to check in and see how you think Sam is doing on his goals. In particular I am curious if he has been handing in all of his homework and how he is doing raising his hand rather than calling out the answers.

We have been reviewing strategies at home and he thinks he is doing better on each goal. Please let me know your thoughts. I appreciate your time and support as I can already see working on these goals together is helping Sam. Have a great weekend!

Thank you,

Parent
Contact Number

