

Communicating with Teachers

Parents guide

A template to help you reach out about your child.

Subject: Checking in about [Child's Name]

Dear [Teacher's Name],

I wanted to reach out and share a bit about [Child's Name]. [He/She/They] has ADHD, and a few things tend to help: [breaking tasks into steps, extra time, movement breaks, written instructions].

I'd love to hear how things are going with [focus, turning in work, friendships] lately, and whether there's anything I can reinforce at home.

Thank you for everything you do. Please let me know if a quick call would help.

Warmly,
[Your Name]

Tips for this conversation

- Lead with what helps, not just the diagnosis -- it gives the teacher something to act on.
- Ask a specific question rather than a general "how's it going" -- you'll get a more useful answer.
- Follow up in writing after phone calls or meetings so everyone remembers the same plan.