

ELEMENTARY SCHOOL ACCOMMODATION LETTER

We recommend that the following information be included in a letter to the child's school to best assist in obtaining the necessary school accommodations. This is a template to assist with the drafting of your letter. If a psychoeducational assessment has not yet occurred, include a completed copy of Appendix 9 with this letter. Note that this example is based on terminology from the province of Ontario. For province-specific terminology, please visit www.caddac.ca/cms/page.php?47.

I am writing to inform you that your student, _____ has been diagnosed with ADHD. (if applicable) and _____ (Include information on diagnostic procedures used.)

I am requesting that an Identification, Placement Review Committee (IPRC) meeting be held to discuss _____'s cognitive and academic (also behavioural if applicable) profile, as I believe that _____ should be formally recognized by the School Board as being "Exceptional". I am also requesting that an Individual Education Plan (IEP) be developed for _____ to ensure that his/her needs are met as he/she proceeds through his/her academic career.

At this time, it is critical that accommodations be put into place to ensure that _____ is able to successfully access the school curriculum. These accommodations will be essential in assisting _____ with, and helping him/her to compensate with his/her difficulties with (List the disabilities that the child is exhibiting in the learning environment. e.g., maintaining necessary levels of attention, distractibility, impairment in executive functions, etc. Learning disabilities should be clearly outlined outside of the parameters of the ADHD diagnosis, in a psychoeducational report.) I recommend the following essential accommodations for _____. The list of accommodations on the IEP should also include those agreed to by the parents and the educational staff during any IPRC meetings and subsequent IEP meetings.

(Choose only those accommodations that are applicable to your patient, after discussion with both the child and the parents. Please expand where possible to include reasons for recommending each accommodation. Have parents access www.caddac.ca/cms/page.php?66 for a complete list of accommodations.)

- Direct instruction, repetition and frequent clarification to assist with attentional difficulties
- Preferential seating to help alleviate distractibility
- Additional time for assignments, classwork, tests/exams and flexibility with due dates
- Testing should be done on computer or orally where necessary (Use spell-check if applicable)
- A quiet environment to write tests and complete assignments to assist with external distraction
- Copying notes from the blackboard to be kept at a minimum
- Lengthy assignments to be given in writing for easy referral
- Copies of overheads, PowerPoint presentations and teacher's notes will be required
- Flexibility in scheduling of tests/exams is essential (if student is easily overwhelmed)
- Listening to headsets during class work time to be allowed to help block out distractions
- _____ should not be unduly penalized for grammar or spelling
- _____ should be allowed to clarify questions on tests and assignments
- _____ will require more frequent breaks
- _____ will need assistance to monitor his/her progress on assignments, including: breaking down assignments into manageable chunks, time management skills, procrastination, due dates and reviewing assignments to ensure that instructions are clearly understood.

Thank you for your kind attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

SECONDARY AND POST SECONDARY SCHOOL ACCOMMODATIONS LETTER

We recommend that the following information be included in a letter to the institution that your patient is attending, or about to attend. This is a template, to assist with the drafting of your letter. Note that this example is based on terminology from the province of Ontario. For province-specific terminology, please visit www.caddac.ca/cms/page.php?47.

I understand that _____ is about to enter (*or is attending*) _____.
This letter is to confirm that _____ has received the diagnosis of ADHD. (*if applicable*) and _____. (*Include information on diagnostic procedures used.*)
_____ will require certain accommodations to assist with his/her studies during their high school/university/college career. I am sure with the appropriate accommodations, _____ will have a most successful educational experience at _____.

The following accommodations for _____ will best help him/her to be able to access the curriculum and be successful in their chosen area of study. (*Choose only those accommodations that are applicable to your patient, after discussion with both the patient and family. Please expand where possible to include reasons for recommending each accommodation. A complete list of accommodations can be found at www.caddac.ca/cms/page.php?66.*)

- Additional time for assignments, classwork, tests and exams
- Flexibility with due dates
- Exams and tests will need to be done on a computer, which has spell check
- A quiet environment to write exams and tests will be required, to alleviate external distraction.
- A scribe or access to either another student's or the professor's notes will be necessary
- Copies of overheads and powerpoint presentations will be essential
- Flexibility in the scheduling of tests, exams and assignments will be required in order that _____ does not become overwhelmed.
- _____ should be allowed to listen to headphones during class work time to help shut out distractions
- _____ should not be unduly penalized for grammar or spelling
- _____ should be allowed to clarify questions on tests and exams
- _____ will require the use of a laptop during class
- _____ will require the use of an FM amplification system
- _____ will require frequent breaks
- An important accommodation will be access to a staff member at the access centre to a) help monitor _____'s progress on assignments, b) help her/him to break down assignments into manageable chunks, c) help with time management skills, procrastination, due dates and d) review assignments to ensure that instructions are clearly understood.

Thank you for your kind attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,