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Dear Parents/Guardians

Thank you for your interest in having your child evaluated. There are several important aspects to this assessment and information must be gathered from many sources, including medical and developmental history, school and home behavior, as well as direct observation and testing. All of this information is equally important in making an accurate diagnosis. For this reason I am enclosing a packet of forms, which must be returned before the assessment can be completed.

The assessment process takes approximately 3-4 weeks if all information is promptly returned. If possible both parents are requested to fill out the history form and any pertinent behavior rating scales. The school is requested to fill out various forms regarding your child's behavior and achievement. Additionally, any reports from previous evaluations by psychologists, psychiatrists, neurologists or other professionals will prove useful. If there is information such as prior report cards, teacher comments or reports from the pediatrician, please send me copies. I would like to speak to any one whom could give additional useful information regarding your child's behavior and learning. Enclosed in your packet is a form for permission to release information regarding your child. Please indicate any additional sources that would prove helpful.

The evaluation is individually tailored to each child's particular needs and the various tests will be selected accordingly. The actual testing will take approximately 4-8 hours depending on initial findings and the need for further information. Each session will last a maximum of 2 hours. If your child is taking medication for hyperactivity or attention or emotional problems please indicate this prior to the appointments.

Following the testing, the results will be compiled and a formal report will be written. In most instances a follow-up session will be held with the parents and child to summarize the findings. Generally younger children are given this information in a

separate session geared to their level of understanding. I will be available to assist in interpretation of the results to those interested individuals, such a school personnel and make appropriate referrals as needed.

The cost of the evaluation will range from approximately \$2200 to \$2500 depending on the nature of the problem and the need for further information. Initial payment of one-half is expected at the beginning of the evaluation with the balance due at the completion unless prior arrangements have been made. While the procedure may be covered by your insurance it is your responsibility to send in the claim.

I appreciate your cooperation in the evaluation process and if there are further questions, concerns or suggestions please call me.

Sincerely yours,

Dr. Mary Ann Evans