

# ADHD School Support Letter Template

A simple, effective way to communicate your child's needs to school  
Created for parents who want support, not struggle.

## How to Use This Template

Here's how to effectively use this template to advocate for your child's needs

- Fill in your child's details
- Edit based on your situation
- Send via email or print and submit to school

**“You can copy, edit, and send this today.”**

## Copy & Send This Letter

**Subject:** Request for Support and Classroom Accommodations for [Child's Name]

Dear [Teacher's Name / School Administration],

I hope you are doing well.

I am writing to share some important information about my child, [Child's Name], who is currently in [Grade/Class]. [He/She] has been experiencing challenges related to attention, focus, and regulation, which may be consistent with ADHD traits.

We deeply value your support in helping [Child's Name] succeed in the classroom. With the right understanding and small adjustments, we believe [he/she] can thrive both academically and emotionally.

Some areas where [Child's Name] may need support include:

- **Difficulty maintaining attention during tasks**
- **Trouble following multi-step instructions**
- **Restlessness or need for movement**
- **Challenges with organization and completing work**

We kindly request consideration for the following accommodations:

- **Seating in a low-distraction area**
- **Breaking tasks into smaller, manageable steps**
- **Allowing short movement breaks when needed**
- **Providing gentle reminders and check-ins**
- **Extra time for completing assignments if required**

Our goal is to work collaboratively with you to create a supportive and positive learning environment for [Child's Name].

Please let us know if we can discuss this further or if any additional information is needed.

Thank you for your understanding, patience, and support.

Warm regards,

[Your Name]

[Contact Information]

[Your Email Address]

*Disclaimer: This template is for informational purposes only and does not constitute professional advice. Consult with educators and specialists for personalized support strategies.*

## **“Quick Tips for Teachers”**

*ADHD is not bad behavior—it’s a brain-based regulation challenge*

*Positive reinforcement works better than punishment*

*Short instructions = better results*

*Movement improves focus*

**“Your child is not difficult—they just need the right support.”**

**“Get more ADHD routines, tools & support**



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