

Instructions for Completing BASC's & Teacher Questionnaire

As part of your child's evaluation, we ask that both parents and a teacher complete behavioral checklists (BASC's). In some cases, depending on the age of your child, we may also ask your child to complete a self-report.

The appropriate BASC checklists will be given to you at your appointment. Please complete the checklists, except for the one from your child's teacher, and return them to our office by mail at least one week prior to the appointment. This will ensure that we have the results ready to present to you at the time of your appointment. Instructions for completing the checklists are as follows:

BEHAVIOR CHECKLISTS FOR PARENTS AND SELF:

1. Complete the information required in the box at the top of the checklist so that the child is identified by name, birthdate, etc. Make sure the person completing the form is also identified in the appropriate space provided.
2. If two parents are completing checklists, provide answers independently of each other on your own checklist. Do not compare your responses with those of any other person completing the checklist.
3. Make sure you complete each item without marking between choices or adding notes.
4. Make sure you complete both the front and back of the checklist.

BEHAVIOR CHECKLIST AND QUESTIONNAIRE FOR TEACHERS:

1. We ask that your child's teacher complete two forms: the BASC Teacher Form and the Teacher Questionnaire.
2. Prior to giving the forms to your child's teacher, the parent should complete the information required in the box at the top of the BASC checklist and the Teacher Questionnaire so that the child is identified by name, birthdate, etc. Also, write the name of the teacher in the appropriate space provided.
3. Talk to the teacher face-to-face when delivering the checklist and questionnaire. A teacher is more likely to understand the importance of completing them if they meet with you briefly.
4. Make sure you ask the teacher to complete each item on the BASC checklist without marking between choices or adding notes.
5. Make sure you point out that there is a front and back to the BASC checklist.
6. Provide a pre-addressed, stamped envelope for the teacher to return the checklist and questionnaire directly to our office as soon as possible. The address on the envelope should be:

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7. Follow-up with the teacher personally to confirm that the checklist and questionnaire have been completed and mailed. If the teacher does not return them in time, the results appointment may need to be rescheduled for a later date.

Thank you for your cooperation with these important steps that are part of your child's evaluation. If you have any questions regarding the BASC checklists or the Teacher Questionnaire, please call our office at (972) 612-1188.