



DATE:

ADDRESS:

RE: Potential Achievers Program

Dear

I look forward to speaking with you regarding the Potential Achievers program. I have enclosed a brochure with even more information about the program; along with specific forms/releases, which I will review in this letter. Thank you for your consideration of this program. We are happy to have it available to the Ottumwa Community School District and believe it can help your child be successful and satisfied at school.

The first enclosed form is a consent form into the program that must be signed by a guardian with joint legal and medical custody. The second form is a release between our center, Southern Iowa Mental Health Center, and your child's school; that way we can communicate and coordinate with teachers and school administrators to make sure your child can be most successful. Finally, if your child is working with any other provider, (i.e. pediatrician, therapist, psychiatrist, in-home worker, etc.), and you would like to have the Potential Achievers therapist speak with them to coordinate services, a separate release is included in the packet and additional ones can be given per your request. The Health Information form is to be completed to the best of your ability with information that would be crucial in helping me better understand your child.

Once I have received these signed documents, I will begin meeting with your child weekly, (or on an as needed basis). Most sessions last twenty to thirty minutes and are coordinated to not affect core class times. They also mostly consist of assisting with emotion management, coping skills, social skills, decision-making, impulse-control, etc.; depending on what your child might benefit from. I also plan to keep you updated on services and progress on a quarterly basis, if not more, depending on your request. Further, I have availability to meet for family sessions if this would be of interest, or need. If you have any questions, please do not hesitate to call our office, 641-682-8772. I look forward to working with your child and assisting to be most successful at school.

Sincerely,

Potential Achievers Therapist  
Southern Iowa Mental Health Center  
1527 Albia Road  
Ottumwa, IA 52501