

Dear Parent:

Thank you for choosing Clementine for your daughter. We appreciate your entrusting her to our care and understand your child's educational needs are an important component of her recovery. To guide us in how to best meet those needs, please provide the information requested on the following pages about her current academic situation.

While each school has its own protocols for medical leave and academic coordination, we have included a general guidelines sheet we hope you'll find helpful as we begin the process of bringing your daughter to treatment. Prior to her arrival, we will start working together to establish an effective educational plan. Throughout her stay, we will coordinate with you, your child's school, and the Clementine teachers to implement the plan. In addition, weekly updates from the education team will be provided to you, the school, and our clinical team so that her academic progress is carefully considered and balanced with her treatment and recovery.

Our aim is to provide the highest quality instruction and academic support possible. If, however, you feel there are certain specialty areas in which your daughter needs instruction, we will help arrange private tutors who work with the top schools in the area. Clementine's Academic Coordinator will be setting up these services which will be contracted for and billed directly, not through us. The tutors will be able to come to Clementine during school hours to work with your daughter.

Please remember we are here to assist you in any way we can during this process.

Sincerely,



Melissa Orshan Spann, PH.D., CEDS
Vice President of Admissions

EDUCATIONAL INTAKE FORM

PATIENT'S NAME _____ DATE OF BIRTH _____

SCHOOL _____

SCHOOL ADDRESS _____

SCHOOL PHONE NUMBER _____

CURRENT GRADE _____ EXPECTED GRADUATION DATE _____

PLEASE LIST NAME, POSITION, PHONE NUMBER, AND EMAIL ADDRESS OF ANY SCHOOL EMPLOYEES, ACADEMIC COUNSELORS, OR EDUCATIONAL CONSULTANTS WHO ARE WORKING WITH YOUR CHILD WHO YOU FEEL CAN HELP US UNDERSTAND YOUR CHILD'S EDUCATIONAL NEEDS:

IS YOUR DAUGHTER'S SCHOOL AWARE OF HER CURRENT SITUATION? YES NO

IF SO, WHO AT THE SCHOOL HAS BEEN MOST HELPFUL WITH SCHEDULING TREATMENT ACCOMMODATIONS?

WHAT, IF ANY, ARRANGEMENTS HAVE BEEN MADE WITH THE SCHOOL TO ACCOMMODATE HER LEAVE OF ABSENCE?

PLEASE LIST YOUR CHILD'S CURRENT ACADEMIC COURSES (INCLUDING TEACHER NAMES IF POSSIBLE) AND INDICATE IF A COURSE IS AP, IB, HONORS, ETC.:

PLEASE OUTLINE YOUR DAUGHTER'S EXTRACURRICULAR ACTIVITIES:

PLEASE RATE YOUR CHILD IN THE FOLLOWING AREAS:

ATTENDANCE IN SCHOOL	<input type="checkbox"/> ABOVE AVERAGE	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVERAGE
ACADEMIC PERFORMANCE	<input type="checkbox"/> ABOVE AVERAGE	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVERAGE
RELATIONS WITH PEERS	<input type="checkbox"/> ABOVE AVERAGE	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVERAGE
BEHAVIOR IN SCHOOL	<input type="checkbox"/> ABOVE AVERAGE	<input type="checkbox"/> AVERAGE	<input type="checkbox"/> BELOW AVERAGE

IF YOUR DAUGHTER IS A SOPHOMORE, JUNIOR, OR SENIOR, DO YOU AND/OR YOUR DAUGHTER HAVE SPECIFIC COLLEGES TO WHICH SHE HOPES TO APPLY? YES NO

IF SO, WHICH ONE(S)? _____

DOES YOUR DAUGHTER HAVE ANY IMPORTANT TESTING COMING UP IN THE NEXT 3-4 MONTHS, SUCH AS AP TESTS, SAT/ACT, FINAL EXAMS, ETC.? YES NO

IF SO, WHICH ONE(S)? _____

DOES YOUR CHILD HAVE ANY LEARNING ISSUES THAT HAVE REQUIRED EVALUATION OR INTERVENTION? YES NO

IF SO, PLEASE PROVIDE US WITH A COPY OF THE MOST RECENT PSYCHOEDUCATIONAL EVALUATION. _____

HOW WOULD YOU DESCRIBE YOUR DAUGHTER'S ACADEMIC HISTORY? DOES SHE HAVE ANY PARTICULAR ACADEMIC STRENGTHS OR WEAKNESSES WE SHOULD BE AWARE OF? DOES SHE STRUGGLE WITH TIME MANAGEMENT OR ORGANIZATIONAL SKILLS? PLEASE BE SPECIFIC: _____

IF THERE ARE ANY OTHER CONCERNS RELATED TO YOUR DAUGHTER'S SCHOOLING OR ACADEMIC NEEDS WE SHOULD BE AWARE OF, PLEASE ELABORATE BELOW: _____

TAKING LEAVE FROM SCHOOL: GENERAL GUIDELINES

We understand the decision to leave school, friends, academic goals, and activities behind is very difficult and painful for students and their parents. There is a sense of loss and great concern about whether time in treatment will cause school work to suffer. We know the fear of losing ground and being left behind is not a trivial one. Our goal is to support each student academically while in treatment so they lose as little ground as possible and can return to school successfully and healthfully.

First Steps

The first step is to contact either the head of school or the school counselor to inform them, “I need to make the necessary arrangements for my daughter to take a medical leave of absence.” They can explain the school’s protocol and help guide you in moving forward. *You will be asked to provide the school with medical documentation to support the need for an extended absence. The physician you are working with can provide this.*

Next Steps

Once the absence is approved, we suggest you ask the school the following questions:

- WILL HER TEACHERS BE AVAILABLE TO CONFERENCE WITH THE ACADEMIC COORDINATOR AT THE TREATMENT CENTER?
- WHAT IS THE BEST AVENUE FOR THE ACADEMIC COORDINATOR TO COMMUNICATE WITH THE SCHOOL? (I.E.; E-MAIL OR PHONE)
- DOES THE SCHOOL PROVIDE ACCESS TO ONLINE SYLLABI AND/OR ASSIGNMENTS?
- WHAT EXAMS WILL MY DAUGHTER MISS DURING THE TIME SHE IS ABSENT?
- IS THERE A WAY SHE CAN MAKE UP THESE EXAMS WHILE AT THE TREATMENT CENTER ONCE SHE IS HEALTHY ENOUGH?

Once you have arranged with the school to speak with our Academic Coordinator, we will all work together on the best education plan for your daughter.