



Can ASAP Send an Assessment Letter?

ASAP is happy to work with schools, courts, lawyers and other professionals to provide the type of documentation you need. Parents will need to fill out a Letter Request Form. You can obtain a copy of this form from our office.

Most assessment letters will carry a \$50 charge for the time our staff takes to prepare the communication. For all letters, we need at least a week's notice in order to complete the request without additional rush fees.

IF YOU WOULD LIKE TO HAVE THE ASSESSMENT LETTER DIRECTLY DELIVERED:

Make sure that you have the full contact information for the specific person you wish to receive the letter. Due to HIPAA privacy regulations, we are unable to send letters to general addresses; we need to have a specific person as a contact. Contact information includes: name, address, phone and fax numbers, and email. We also will need to have a release of information signed for anyone you wish to receive any information about your child.

IF YOU DO NOT HAVE THE COMPLETE INFORMATION:

We can release a general assessment letter directly to you. Letters can be mailed, emailed, or faxed to the contact based on your preference and the time available for the letter to arrive.

In addition to assessment letters, ASAP can also set up ongoing communication with a school, court, etc. We can remain in contact with a school counselor or probation officer to help ensure that each teen is meeting the requirements to remain in school and free from imprisonment.