

## **Basic Report Writing Guide (8/16/25)**

This guide explains how to write a Basic Adult ADHD Evaluation Report by walking you through each section in the standard order of the report and highlighting the essential facts to include. To illustrate the process, sample narratives for a fictional client named Megan demonstrate how to transform key facts into clear, professional content.

Most sections begin with a stock statement (in black font) that outlines the purpose of the section and the criteria to be addressed; these should remain as part of your report template. After each stock statement, insert your individualized findings (in red font) based on the specific evaluation data. Once your report is complete, simply convert the red font to black to finalize the document. Use this guide to streamline your writing process and ensure consistency and quality across all reports.

### **Basic Report Sections**

LOGO (header)

EXAMINER INFORMATION

IDENTIFYING INFORMATION

IDENTIFICATION CODE (footer)

EVALUATION SUMMARY

PURPOSE OF THE EVALUATION (stock)

ASSESSMENT STRATEGY (stock)

DIAGNOSTIC STRATEGY (stock)

VALIDITY OF INFORMATION

PRESENTING CIRCUMSTANCES

DEVELOPMENTAL HISTORY