



**DENNIS DEVELOPMENTAL CENTER**

1301 Wolfe St., #512-4  
Little Rock, AR 72202-3591

501-364-1830  
501-364-4931 (fax)

[www.uams.edu/com](http://www.uams.edu/com)

Dear Parent(s)/Guardian(s):

**We have received a request from your doctor** for your child to be evaluated by the Dennis Developmental Center.

**Our Center specializes in** the assessment of developmental conditions that result in delayed milestones, inability to communicate effectively, inattention, hyperactivity, impulsivity, learning problems, and poor or atypical social interactions. We also provide evaluation and therapy for families who are experiencing the stress of chronic developmental disorders or chronic medical illnesses, or who are experiencing loss and grief.

**We are asking you to complete the attached two -page form**, entitled “Intake Request (Part 2: Parent/Guardian).” This form helps us determine which evaluations may be best to schedule for the evaluation of your child.

**Please complete and return the form to our Center within the next two weeks.** *If you prefer not to have an evaluation with our center, send the intake form back with a note indicating you are not interested in coming for an evaluation and we will notify your doctor.*

**Once we receive the completed Intake Request form from you**, we will review it along with the information that we received from your doctor, and we will schedule your child’s appointment(s).

Please note that because of the large number of referrals that we receive, appointments may be scheduled a few months beyond the request date; however, we will make every effort to schedule your appointment as quickly as possible.

**We will send you a letter with the appointment date and time**, and we will also notify your doctor. You can assist us in selecting your appointments by attaching a note to your Intake form if certain days of the week are better, and if morning or afternoon appointments work best for you, and we will try to accommodate. Some clinics and services are only available on specific days of each month. Please contact us immediately (at 501-364-1690) if the appointment date(s) you receive will not work; otherwise you will receive a telephone message as a reminder several days in advance of the appointment date.

If the information on the Intake Forms indicates that your child has evaluation needs that the Dennis Developmental Center does not specialize in, we will immediately contact your physician with our recommendation for an alternate referral. In that case, we will send you a note informing you that a different evaluation is recommended.

We look forward to serving you and your child at our Center. Please do not hesitate to call us at 501-364-1830 if you have any questions.

Sincerely,

Melanie Taylor, Interim Administrator  
Dennis Developmental Center  
Department of Pediatrics, College of Medicine  
University of Arkansas for Medical Sciences  
Arkansas Children's Hospital