

How to Invite a Teacher

Why Invite a Teacher?

If your child has any issues that affect learning or behavior, getting information from teachers about his or her progress can make a big difference in the care the doctor provides. Teachers may require your permission to provide information. You can give this permission in the next step in CHADIS.

1. Log into CHADIS with your username and password.
2. Select the appropriate child
3. Under **Invitations**, click on Go next to **Invite a Teacher to do CHADIS**.



Test, Child

age: 6 years 2 months

Questionnaires for *Child Test*

[Go](#) Take questionnaires

Invitations

[Go](#) Invite a Teacher to do CHADIS [[why?](#)]

[Go](#) Invite another Person to do CHADIS [[why?](#)]

[Go](#) View Previous Invitations



4. Complete the Email or Text Notification form and click **Create Invitation**. An email or text will be sent inviting the teacher to register. You can send an extra note to the teacher in the 'Extra Text' section if desired. However, the standard email will include information on CHADIS and instructions to register.

Create Invitation to take questionnaires or give permission to share information about Child Test

Relationship [?]

Email Notification (optional)

Send email [?]

Recipient Name [?]

Email address [?]

Extra Text [?] Do not include Protected Health Information

253 characters left

Text Message Notification (optional)

Send text [?]

Mobile Phone Number [?] Please use '+' for international dialing prefixes.

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5. **Completing the Email Notification and Text Message Notification is optional.** If you do not have the teacher's email address or cell phone number, you will still be able to provide the teacher with the required information. Leave the Email and Text Notification section blank. **Click Create Invitation.**

6. If a teacher is invited to complete questionnaires, CHADIS prompts the user to create a viewable and printable consent form for the teacher.

7. Click **Next** to complete the 'School Release' form or **Skip** if you don't need to complete a consent form. *This consent form may be required by school districts before teachers may participate. This process documents caregiver consent.*

The respondent relationship you have chosen ("Teacher or other Educator") requires that you sign a "permission to obtain or release information", or consent, form. Please select the appropriate permission form to complete from the list below.

	Name	Description
<input checked="" type="radio"/>	School Release (v2)	Consent for Exchange of Information to a School (version 2)
<input type="radio"/>	General Release (v3)	Consent for Exchange of Information (version 3)



8. Complete the consent form with as many details as possible and uncheck any boxes that for information you do not want to be exchanged:

Instructions to patient/parent giving consent:
Please enter the details for the "permission to obtain or release information form" as completely as you can now. It is not fully authorized until it is filled out completely. Typing in your name on the next page will represent your legal signature. If absolutely necessary, you can add information after you print this.

CONSENT FOR EXCHANGE OF INFORMATION

I hereby authorize

(Agency or Professional)

(Address)

to exchange information about my child Child Test Date of Birth 5/1/15 with

(Clinician)

(Address)

Please exchange the following types of information (uncheck any you do not approve):

- questionnaires
- academic records
- medical records
- mental health records
- developmental testing/assessments
- substance use information

Click Next and sign the consent form:

Next » « Previous Cancel

Please sign this form *giving permission to obtain or release information* by typing in your name in the "Signature" box. This constitutes a legal signature when filled out properly and in good faith.

Signature

Date 7/23/21

Sign Permission:

Sign Permission « Previous Cancel

9. After signing the consent form, you will be shown the teacher's invitation card with instructions for them to register. If you did *not* email or text the teacher in Step 5, you can print this card and provide it to the teacher. If you sent an email or text notification, you do not need to give them this card, as the instructions will be provided in the email/text.

CHADIS Invitation Card

You are being asked to complete questionnaires about Child Test to help his doctor care for him.

To complete these questionnaires:

1. Go to www.chadis.com
2. Choose 'Register' in the upper right
3. When asked, your invitation code is **phydrosmerva9mn6i**

For questions, please email support@chadis.com or call 1-888-4-CHADIS (1-888-424-2347) ext 1

10. After printing the page, click Continue and you will be taken back to your child's CHADIS Detail page.

11. You can view your previous invitations here to make sure it was sent:

Invitations

- [Invite a Teacher to do CHADIS \[why?\]](#)
- [Invite another Person to do CHADIS \[why?\]](#)
- [View Previous Invitations](#)

12. The teacher will log into CHADIS and click on Register. He or she will enter the specific invitation code and complete the registration process. Once logged in, the teacher will be able to view the consent form and complete the appropriate questionnaires.