
In order for Student Access and Accommodation (SAA) to evaluate requests for accommodations and/ or auxiliary aids and to determine eligibility for services, appropriate disability related documentation is needed. The documentation submitted should include an evaluation by an appropriately licensed professional and should demonstrate the current impact of the disability as it relates to the accommodations requested. The documentation should also include a description of any and all relevant functional limitations.

The following guidelines are designed to provide students and medical providers with a common understanding and knowledge base of the components of documentation aligned with an Attention Deficit Hyperactivity Disorder diagnosis, the functional limitations presented for a particular student, and information necessary to assist the university in making appropriate accommodations in a post-secondary setting.

The professional conducting the evaluation and making the diagnosis must be qualified to make the diagnosis and recommend appropriate accommodations for adult students. Documentation must be completed by a licensed psychiatrist, psychologist, or other appropriately licensed practitioner who is qualified to assess individuals with ADD/ADHD. The documentation must include the name, title, and professional credentials of the evaluator, including information about licensure and/or specialization. (Note: It is *not appropriate* for professionals to evaluate relatives or family members.)

Because reasonable accommodations and services are based upon current impact of the individual disability and a student's academic performance, current documentation must be submitted. Documentation is considered current

psychoeducational or neuropsychological report is preferred in order to demonstrate that the diagnosis rises to the level of a disability. Documentation validates the functional limitations, which allows consideration for accommodation requests. Each request will be evaluated on a case by case basis. Documentation should include the information as outlined below.

- A complete *DSM* diagnosis must be provided with an accompanying description of symptoms the student experiences.
- The date of the diagnosis and last contact with the student.
- A _____ which meets mental health service provider standards of care in length (50 min.) and focus (complete developmental, familial, psychological, social, and medical history) is required.
- Indicate all instruments and procedures used to diagnose ADD/ADHD (clinical interview, behavioral rating scales, psychoeducational testing, etc.)
- The clinician must provide evidence that this diagnosis does not rely solely on self-report in establishing developmental history, current symptoms, and evidence of clinically significant impairment
- Documentation should explain how symptoms have manifested across _____, how the student has coped, and what _____