Documentation Guidelines for Attention Deficit/Hyperactivity Disorder

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed equal access to academic programs and university services. In order to request an accommodation as the result of an attention disorder, a student must provide the Office of Disability Services (ODS) with documentation indicating that the disability substantially limits some major life activity, specifically learning.

The information submitted to ODS should reflect the most currently available information, preferably within the last three (3) years. Such documentation should include:

1. **Include a clear statement of ADHD with the DSM-V diagnosis and a description of supporting symptoms.**
2. **Describe current functional limitations.** The description should demonstrate how the functional limitations of the disability impact major life activities, including academic performance.
3. **Be completed by a qualified professional.** A qualified professional must have a) comprehensive training and relevant expertise in the specialty and b) appropriate licensure/certification. Documentation must include the name, title, credential of the professional completing the report or evaluation, signature of the professional, and be typed on official letterhead. The diagnosing professional may not be related to the student.
4. **Be completed as clearly and thoroughly as possible.** Incomplete responses and illegible handwriting will require additional follow-up that will delay the review process.
5. **Be supplemented with any evaluative reports that may provide a more complete understanding of the student.** Evaluative reports may include comprehensive diagnostic reports such as psycho-educational or neuropsychological reports.