Documentation Guidelines: ADHD

All determinations of eligibility for reasonable accommodations are made on a case-by-case basis. To fully evaluate requests for accommodation, the Office of Disability Support Services will need to receive specific information from both the student and an appropriate, licensed professional, with specialized training in evaluating people with ADHD, documenting the presence of the disability, and the current impact of the disability on academic functioning.

Information received directly from the student should include:
- The impact ADHD has upon current functioning
- The requested accommodations related to this impact
- Any previous accommodations or evaluations given including:
  - Psycho-educational evaluations
  - IEP, 504, or private school accommodation plans
  - Transition plans
  - Medical evaluations

Completing the student intake form available on our website or our office may satisfy this requirement. Copies of any of the above documents may also be submitted.

Information received from an appropriately qualified, licensed professional who does not have a personal relationship with the student should include:
- A specific diagnosis of ADHD using DSM criteria
- The symptoms experienced as noted in the DSM and/or the scores from a standardized behavior rating scale
- A relevant early history of ADHD, including impact on early academic functioning
- The impact of ADHD on learning or functioning as a college student
- Any additional circumstances or conditions that may be impacting current functioning or that have been considered and ruled out

Completing the ADHD certification form available on our website or our office may satisfy this requirement.

Examples of professionals who are generally considered to be qualified to evaluate and diagnose ADHD include: licensed/certified psychologist, certified school psychologist (from the student’s current school district), qualified medical specialist (including psychiatrists), and licensed clinical social worker.

The Office of Disability Support Services (DSS) will maintain the confidentiality of evaluations to the extent required by state and federal laws.