



Documentation Guidelines Attention Deficit/Hyperactivity Disorders (ADHD)

Vernon College follows the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973 when developing accommodations for students with disabilities. Accommodations are designed to provide equal access to educational services, programs, and activities. As part of the accommodation request process, students may be asked to provide documentation of their disability, current functional limitations, and the nature of those limitations. All documentation is reviewed on a case-by-case basis and is kept confidential. Providing documentation does not automatically qualify an individual for academic accommodations.

The purpose of this documentation is to validate functional limitations, which support the request for disability accommodations in an academic setting. In providing documentation for individuals with this type of disorder, the following guidelines should be considered:

- The document must be on official letterhead, dated, and signed by a qualified professional, who has the training, experience, and licensure relevant to the disability.
- The documentation must describe the current functional limitations caused by the disability, and limitations to major life activities.
- List the functional limitations and the severity of the symptoms as it pertains to an educational setting.
- Recommendations for academic accommodations based on the impact of the disability.

At a minimum, all documentation in support of an ADHD diagnosis should include the following information:

1. **DSM-5 or ICD Diagnosis** (text and code) along with the following in order to establish a history of the condition and recency of evaluation:
 - Date of diagnosis.
 - Date of last contact. The assessment must be current. Accommodations are based on an assessment of the current nature and impact of your disability. Evaluations must have been completed within the last three (3) years prior to accommodation requests.
2. **Evaluation:** A list of questionnaires, interview, and observations used to identify ADHD. A summary should include information regarding the onset, longevity, and severity of the symptoms as well as treatment history, including medication.
3. **Functional Limitations:** Should be determined without consideration of mitigating measures, like medication for example. If condition is episodic in nature, level of functioning should be assessed based on active phase of symptoms.
 - Major life activities that are functionally limited by the individual's symptoms.
 - Behavioral manifestations of the diagnosis that functionally limits the individual in the academic setting. Information to consider includes the severity, pervasiveness, and frequency of symptoms.
 - Any special considerations that should be made (side effects of medication, etc.).



4. **Accommodations:** History of accommodations or suggested recommendations and/or accommodations.

The diagnostic report must include the name, title, and license number of the evaluator. A verification form is available to assist in the documentation process.