

Guidelines for Documentation of Attention Deficit/Hyperactivity Disorder

Students who are seeking support services from NWF State College's Disability Support Office on the basis of diagnosed attention deficit/hyperactivity (AD/HD) disorder are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This means a diagnosis by a developmental pediatrician, neurologist, licensed doctoral-level clinical allied health professional, educational psychologist or a combination of such professionals with expertise in the diagnosis of attention deficit disorders in adults. Protection under Section 504 and ADA civil rights statutes is based upon documentation of a disability that **currently substantially limits** some major life activity including learning.

The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids on the basis of an AD/HD disorder. The Counselor, Disability Support Services is available to consult with diagnosticians regarding any of these guidelines.

THE REPORT NEEDS TO BE TYPED IN ENGLISH ON LETTERHEAD, SIGNED, AND DATED. A doctor's prescription pad note or a school plan such as Individualized Educational Plan (IEP) or 504 plan IS NOT SUFFICIENT. An IEP or 504 plan may be included and used as part of a more comprehensive evaluative report.

The documentation must be current (within the past three years) and must include:

- A clear statement of the DSM IV diagnosis.
- Summary of the procedures and instruments used to make the diagnosis.
- A summary of evaluation results, including standardized scores when available.
- A history of past and present symptoms which meet the criteria for diagnosis.
- Medical history relating to current use of medication and the impact of the medication on the student's ability to meet the demands of an academic program.
- Statement of functional limitations and the expected impact on student's academic performance.

Appropriate **reasonable accommodations** and services are individually determined by the Counselor, Disability Support Services in consultation with the student on the basis of information in the documentation provided and may include: alternative exam format in a distraction-reduced area, note taker services, priority registration and registration assistance.

All documentation is confidential and should be submitted to:

Elizabeth Smith
Counselor of Students with Special Needs
Northwest Florida State College
100 College Boulevard
Building E Room 148
Niceville FL 32578

(Telephone and TDD 850 729-6079)
(Fax: 850-729-5300)
Florida Relay Service:
800-955-8770

After documentation is reviewed, student needs to make an intake appointment with the Coordinator.