

Guidelines for Documentation of Attention Deficit Hyperactivity Disorder

Students who are seeking support services from NWFSC's Accommodation Resource Center (ARC) based on a diagnosed attention deficit hyperactivity disorder are required to submit documentation to verify their eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and its 2008 amendment. All documents concerning the diagnosis must come from a licensed professional. This may include a developmental pediatrician, a neurologist, a 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 the ADA is based upon documentation of a disability that **currently substantially limits** some major life activity such as learning.

The following guidelines are provided in the interest of assuring that the documentation provided is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids. The Accommodations Resource Center is available to consult with diagnosticians regarding any of these guidelines.

All documentation must be typed in English, on letterhead, signed and dated by a licensed professional. A doctor's prescription note or an Individualized Educational Plan (IEP) or 504 plan is not sufficient documentation by itself but may be included and used as part of a more comprehensive, evaluative report.

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

- A clear statement of the DSM-5 diagnosis
- A 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
- A medical history related to current use of medication and the impact of this medication on the student's ability to meet the demands of an academic program
- A statement of functional limitation(s) and the expected impact on the student's academic performance

Appropriate **reasonable accommodations** and services are individually determined by the ARC in consultation with the student on the basis of the documentation provided.

All documentation is confidential and should be submitted to:

Northwest Florida State College
Accommodation Resource Center
Susan Myers Learning Resource Center
Bldg. 500, Rm. 106
100 College Blvd. E.
Niceville, FL, 32578
Email: arc@nwfsc.edu
Telephone: (850)729-6079
Fax: (850)729-4948
Florida Relay Service: 1-800-955-8770