



Documentation Guidelines: Students with Attention Deficit/Hyperactivity Disorder

Students who are seeking accommodations or academic support services on the basis of ADD/ADHD are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973, the ADA of 1990, and ADA Amendments Act of 2009. The following guidelines are provided to assure that documentation is appropriate to verify eligibility.

Qualifications of the Evaluator

The following professionals are considered qualified to evaluate ADD/ADHD:

- Clinical psychologists
- Neuropsychologists
- Psychiatrists
- Other relevantly trained medical doctors

The name, title and professional credentials of the evaluator, including information about license or certification (e.g., licensed psychologist) as well as the area of specialization, employment and state/province in which the individual practices should be clearly stated in the documentation. Documentation should be on letterhead, typed, dated, signed, and otherwise legible.

Current Impact of Disability

Documentation should be recent and should validate the need for services based on the individual's *current* level of functioning in an educational setting. In most cases, testing needs to be recent **within 3 years**. Framingham State University may be flexible in accepting documentation older than 3 years if it is applicable to the student's current or anticipated setting.

If documentation is inadequate in scope or content, or does not address the student's current level of functioning and need for accommodations, reevaluation may be warranted.

Documentation Must Include:

- Medical or clinical diagnosis of ADD/ADHD based on DSM-IV-TR or DSM-5 criteria and a rationale for the diagnosis with quantitative and qualitative information that supports the diagnosis.
- Information regarding specific functional limitations affected by, and the severity of, the diagnosis.
- Recommendations for classroom accommodations.

Documentation Should Also Include:

- A summary and interpretation of assessments used in making a diagnosis of ADD/ADHD.
 - Examples of assessments include: *Wechsler Adult Intelligence Scale (Revised or III)*, *The Woodcock Johnson Psychoeducational Battery Test of Cognitive Ability (Revised or III)*, and/or a complete neuropsychological battery.

IEPs and 504 plans are not sufficient documentation, but are helpful supplemental documentation when submitted with the documentation outlined above. While a qualified evaluator may make recommendations regarding accommodations, FSU is responsible for determining a reasonable accommodation.