

## Guidelines for Documentation of Attention Deficit/Hyperactivity Disorder

Students who are seeking support services from NWFSC's Disability Support Services on the basis of diagnosed attention deficit/hyperactivity (ADD/ADHD) disorder are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the ADA as amended in 2008. 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 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 documentation provided is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids. The Coordinator for 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 documentation by itself but 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 V 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 Disability Support Services in consultation with the student on the basis of information in the documentation provided.

**All documentation is confidential and should be submitted to:**

Coordinator, Disability Support Services  
Northwest Florida State College  
100 College Boulevard  
Student Life Center, Bld 410 Rm 119  
Niceville FL 32578  
(Telephone and TDD 850 729-6079)  
(Fax: 850-729-6893)  
Florida Relay Service:  
800-955-8770