

Documentation Guidelines for Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder

Under the Americans with Disabilities Act, a "qualified individual with a disability is one who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provisions of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or participation in programs or activities provided by a public entity". A person with a disability is anyone with a physical or mental impairment that substantially limits one or more of such major life activities as walking, seeing, hearing, speaking, caring for self, performing manual tasks, working or learning. Attention deficit disorders are considered disabilities under ADA if a major life activity is substantially limited. A diagnosis by a licensed professional, including clinical social workers (LCSW), professional counselor (LPC), psychologists, psychiatrists, and physicians trained in ADHD/ADD assessment is required and should include title and license number and date of the evaluation in the report on letterhead stationary.

The following guidelines are provided to assist the service provider in collaboration with each student to determine appropriate accommodations. Documentation serves as a foundation that legitimizes a student's request for appropriate accommodations. Recommended documentation includes:

1. Evaluations must be comprehensive and include diagnostic measures specific to ADD/ADHD such as the Conner's Test of Distractibility. Documentation must show that DSM-IV criteria for attention deficit/hyperactivity disorder have been met.
2. Information and/or test scores to rule out concomitant conditions, such as learning disorders, mood disorders, anxiety disorders, substance related disorders, relational problems, etc., must be completed.
3. Documentation must give clear and specific evidence of attention deficit/hyperactivity disorder. A brief statement on a prescription form or letterhead is not acceptable.
4. The process of diagnosis should be reported, providing test scores and/or appropriate data.
5. Documentation must be current.
6. If medication is recommended, this should be noted.
7. Professionals' conduct assessment and rendering diagnoses of attention deficit/hyperactivity disorder must be qualified to do so. The person who signs the report must be the one who conducts the evaluation and writes the report. (Documentation by family members, immediate or otherwise is not acceptable.)

Further assessment by an appropriate professional may be required if coexisting learning disabilities or other disabling conditions exist. Documentation must be submitted to the Student Disability Services in person, by fax (989-774-1326) or by mail: Student Disability Services, CMU, 120 Park Library, Mt. Pleasant, MI 48858