



### **Documentation Guidelines for Attention Deficit/Hyperactive Disorder**

These documentation guidelines are provided for students with a diagnosis of ADD/ADHD who are seeking classroom accommodations through the Disability Resource Office at Colorado State University – Pueblo.

Attention Deficit/Hyperactive Disorder (ADD/ADHD) is considered a medical or clinical diagnosis. Individuals qualified to render a diagnosis for this disorder are practitioners who have been trained in the assessment of ADD/ADHD and are experienced in assessing the needs of adult learners. Recommended practitioners may include developmental pediatricians, neurologists, psychiatrists, licensed clinical or educational psychologists, family physicians, or a combination of such professionals.

Documentation should include the name, title, professional credentials, address, and telephone number of the practitioner as well as the date(s) of testing. The practitioner must be an impartial individual who is not a family member of the student.

The following documentation requirements will assist the Disability Resource Coordinator in working with each student to determine appropriate accommodations. Documentation is the foundation that supports a student's request for appropriate accommodations.

An Individualized Education Plan (IEP), a 504 Plan, or an Accommodation Plan from another institution is not considered sufficient documentation. Recommended documentation includes all of the following:

1. A clear statement of ADD or ADHD with the DSM-IV diagnosis. This should include any alternative diagnoses and/or explanations that were ruled out.
2. Dates of testing, which must be within the last three years
3. A summary of the client's self report of past history demonstrates childhood onset and rules out other causes. This should include the past treatment and/or accommodation history. The summary should indicate ADD/ADHD in multiple settings.
4. A summary of the testing measures used to document the ADD/ADHD. This should include standardized test scores as well as scores of all subtests. Assessment must include measures for inattention, hyperactivity and impulsivity as defined in the DSM-IV.
5. A summary that presents the reason for the diagnosis based on the information presented, information gathered and tests administered.

6. A statement of the functional impact or limitations of the ADD/ADHD on learning or other major life activities and the degree to which it impacts the individual.
7. Medical information relating to the student's needs must include current medications, and their impact on the student's ability to meet the demands of college coursework.
8. Recommendations of strategies and accommodations that would be appropriate for the student based on the information gathered, testing results, and observations of performance.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated.

The student and the Disability Resource Coordinator at Colorado State University – Pueblo will work together to determine accommodations with the final decision made by the Disability Resource Coordinator.

Revised: 7/14/11