

## **DOCUMENT GUIDELINES FOR ADD | ADHD**

*Students applying for disability accommodations due to ADD | ADHD must meet the diagnostic criteria of the American Psychiatric Association and include the following:*

- 1. Documentation must be on letterhead, signed and dated by a qualified evaluator, including the credentials of the person making the diagnosis.**
2. Assessment on which the documentation is based was completed no more than **three years prior to the student's application** for accommodations, OR must have been completed as an adult (18 years old or older) and still be considered current.
3. An IEP is valuable, but must **include clear statement of ADD or ADHD along with the diagnosis and description of past and present symptoms meeting diagnostic criteria.** If this information is not on the IEP, it must be obtained from the professional making the initial diagnosis.
4. Provide a summary of assessment procedures and evaluation instruments use to arrive at this diagnosis.
5. Include all assessment scores supporting this diagnosis.
6. **Include a statement specifying the major life activities limiting the student and the degree of impact on the student's academic program caused by these limitations.**
7. Include medical information relating to the student's needs, along with current medication or aids used by the student and their effect on the limitations listed in #6.
8. **Specify recommendations and rationale for accommodations.**