



Documentation Guidelines for Attention Deficit Disorder/ Attention Deficit Hyperactive Disorder

The guidelines below are provided to facilitate the process of obtaining the necessary documentation to validate the existence of Attention Deficit Disorder/ Attention Deficit Hyperactive Disorder. Students requesting disability related services are required to provide their evaluator with a copy of these guidelines. Guilford Technical Community College or the evaluator cannot be held responsible for the documentation not being acceptable to validate the existence of the disability if the student fails to give the evaluator a copy of these guidelines.

Acceptable documentation should include:

1. Evaluations must be comprehensive. Documentation must show the DSM-IV-TR Code for Attention deficit/hyperactivity disorder. Evidence of current impairment, which have been present for at least the past six months, and which impair functioning in two or more settings (e.g., school, work, home) must also be identified.
2. Neuropsychological or psycho-educational assessments that have information and/or test scores to rule out possible diagnoses including medical and psychiatric disabilities as well as educational factors which impact the individual and may result in behaviors mimicking ADHD/ADD. (Use the Guidelines for Documentation of Learning Disabilities to complete this documentation)
3. Documentation must give clear and specific evidence of Attention deficit/hyperactivity disorder. A brief statement on a prescription form is not acceptable.
4. A clinical summary which: (a) indicates the substantial limitations to major life activities posed by the disability, and (b) describes the extent to which these limitations would impact the academic context for which accommodations are being requested.
5. Documentation should reflect the current level of functioning and is dependent on the condition, the current status of the student and the student's request for reasonable accommodations. Suggestions of reasonable accommodations are necessary. These suggestions should be linked to the impact of the disability.
6. Regarding medication, Please provide information about the effects of medication, which may have an impact on the student's abilities to perform.
7. The professional conducting assessment and rendering diagnosis 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.)

All documentation is
confidential and should be
submitted to:

Guilford Technical Community College
601 High Point Road
Jamestown, NC 27282
Fax: 1-336-232-9803