

## **Guidelines for Documentation of Attention Deficit/Hyperactivity Disorder (ADHD)**

Spartanburg Methodist College is committed to ensuring equal access for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended (ADAAA). Students who wish to obtain accommodations for a disability must submit documentation of the disability to the Accessibility Resources (AR) office. It is the responsibility of the student with a disability to obtain and pay for this documentation.

The purpose of the documentation is twofold. First, it must establish that the student is a person with a disability. The documentation must also provide a rationale for authorizing reasonable accommodations. Accommodations are meant to provide equal access for the student with a disability.

Accommodations should be appropriate to a student's current level of functioning. In general, the evaluation should be conducted within *three to five years* of the date of request for services. Exceptions may be made in the case of a disability of a permanent and unchanging nature. If the disability is less stable, more frequent updates may be required. Although the underlying processes involved in ADHD may be life-long, there may be changes in functioning within an academic setting over time. As a general rule, it is appropriate to re-evaluate these conditions periodically in order to adjust the accommodations to current needs.

Documentation for ADHD should consist of a written statement, evaluation report, or a detailed letter from a professional who is qualified to diagnose ADHD. The written statement must comply with the guidelines described below. **Please note that an Individualized Education Plan (IEP) or 504 Plan does not generally provide enough information to meet these documentation guidelines. It will be accepted as supplemental information.**

*Students who are requesting more than minimal accommodations for ADHD must follow the college's guidelines for learning disabilities. Minimal accommodations are defined as extended time (up to time-and-a-half) for tests and the option to take tests in a low-distraction environment.*

### **Criteria for Documentation of ADHD**

#### **Documentation should:**

- reflect the student's current level of functioning and should generally be no more than three to five years old.
- be provided by a professional who is qualified to diagnose ADHD. The practitioner should not be related to the person being evaluated.
- be typed on letterhead, dated, and signed by the evaluator. **Documentation on prescription pads will not be accepted.**
- include a clearly stated diagnosis of the disabling condition, the date of diagnosis, and the date of most recent contact with the individual.

- include a description of observed symptoms that meet the DSM-IV or V diagnostic criteria for ADHD.
- present the individual's history of ADHD, including any history of previous accommodations.
- include a clear description of the limitations in academic functioning resulting from ADHD, as well as a description of the impact of medications or other treatments prescribed.
- include recommendations concerning accommodations needed in an academic setting.

**All documentation may be sent or emailed to:**

Accessibility Resources  
Spartanburg Methodist College, 1000 Powell Mill Rd, Spartanburg, SC 29301  
Fax: 864-587-4359  
[disabilityservices@smcsc.edu](mailto:disabilityservices@smcsc.edu)