

Guidelines for Documenting Attention-Deficit/Hyperactivity Disorder

Students seeking support services from the University of South Florida on the basis of a previously diagnosed Attention-Deficit/Hyperactivity Disorder (AD/HD) requested to submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and the ADA Amendments Act. The documentation should describe a disabling condition, which is defined by the presence of substantial limitations in one or more major life activity. The guidelines below are intended to provide guidance for the assessment process, including the areas that should be assessed in order for staff to make appropriate decisions. Please do not hesitate to contact us at (813) 974-4309 if you have any questions.

In order to determine the presence or absence of other conditions that frequently co-occur with the disorder, which may be of relevance in the classroom, comprehensive psychoeducational or neuropsychological evaluations may be required to support specific accommodation requests.

Documentation in support of an AD/HD should include the following information:

1. DSM5 or ICD Diagnosis (text and code) and information concerning comorbidity.
2. In order to establish a history of the condition and agency of evaluation:
 - a. Date of diagnosis.
 - b. Date of last contact. Accommodations are based on an assessment of the current nature and impact of the disability. Depending on the nature of the disability, updated evaluations may be requested.
3. Functional Limitations Information concerning the impact of the AD/HD on major life activities as well as the functional limitations in the educational setting. Again, factors to consider include the severity, frequency, and pervasiveness of symptoms.

Additional helpful information to have in the documentation

1. A list of questionnaires, interviews, and observations used to identify AD/HD.
2. A summary containing the onset, longevity, and severity of symptoms as well as treatment history, including medication.

It is important to recognize that accommodation needs can change over time and are not always identified during the initial diagnostic process.

The University will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

The diagnostic report must include the name and title, license number, and signature of the evaluator. Evaluators should not be related to the individual being assessed. A verification form is available to assist in the documentation process.

