

GUIDELINES FOR DOCUMENTATION OF ATTENTION DEFICIT DISORDER

Tidewater Community College

Tidewater Community College students seeking academic accommodations for Attention Deficit Disorder are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973. All documentation is confidential and is never a part of the academic transcript. The following guideline is provided in the interest of identifying evaluation reports appropriate to document eligibility for academic accommodations for students with Attention Deficit Disorder.

- Documentation must be based on current DSM criteria for attention deficit/hyperactivity disorder.
- The process of diagnosis should be reported using test scores and/or appropriate data from evaluations performed within the past three years, and based on adult norms.
- Data related to or used to rule out concomitant conditions should be included.
- Current medications, or medication recommendations, if any, should be stated, as well as possible side effects of such medications.
- Physicians conducting and rendering diagnoses of attention deficit disorder must be qualified to do so. Licensed psychologists, licensed neurophysiologists, licensed clinical social workers, licensed counselors and/or licensed physicians are typically involved in assessment. Experience in working with an adult population is essential.

Testing must be current, which typically means within the last three years for older adolescents and adults. Comprehensive documentation for an evaluation completed after high school graduation or the eighteenth birthday, which is not more than ten years old, is considered acceptable for immediate reasonable accommodation. Disabilities Services is responsible to advise students that other institutions may require more stringent and timely documentation.