

Office of Disability Services
Hamline University

**GUIDELINES FOR DOCUMENTATION OF ATTENTION DEFICIT
DISORDER --ADD/ADHD**

Support services and accommodations for students with ADHD/ADD are provided through the Disability Services Office for those students who meet eligibility requirements under section 504 of the Rehabilitation Act of 1973. Documentation is needed to determine eligibility. Hamline University does not provide diagnostic services. The following guidelines are provided to ensure that diagnostic criteria are complete and adequate for establishing and providing appropriate support services and/or accommodations related to a disability.

Diagnostic Report Guidelines

The written diagnostic evaluation report ordinarily will be completed within the last three years and include the following information:

- **Medical or Clinical Diagnosis.** A clear statement of a medical or clinical diagnosis of attention deficit must be included in the report. The diagnostic evaluation must be conducted by a qualified professional (licensed clinical psychologist, psychiatrist, and/or other physician).
- **Evaluation Instruments.** Names of the assessment instruments used in making the diagnosis and any resulting scores from the assessment should be included in the report.
- **Descriptive Written Report.** A narrative description and interpretation of the diagnostic assessment which identifies how the attention deficit impacts academic performance should be included. Both quantitative and qualitative information useful in program planning should be included.
- **Recommendations/Accommodations.** Recommendations should include *specific* suggestions for reasonable academic-related support services and/or accommodations appropriate to the post-secondary level. These recommendations should be based on the diagnostic evaluation results and should be supported by the diagnosis.
- **Prescriptive Treatments and/or Medications.** Suggested treatments plans, including prescribed medications, should be included in the report. As necessary please include responses to the medication, such as effectiveness and adverse side effects.
- **Evaluator/Diagnostician Identifying Information.** Diagnostic reports should include the name, title, address and phone number of the evaluator and the date of testing.

Special Circumstances

If the diagnostician finds special facts or circumstances apply to an individual student that make traditional testing or evaluation standards inapplicable, they are encouraged to advise Hamline University by providing a complete narrative summary or report.