



Documentation Guidelines Attention Deficit Hyperactivity Disorder

Vassar College follows best practices for disability documentation used by postsecondary institutions to determine the accommodations to which an individual may be entitled.¹ Disability documentation for the purpose of providing accommodations, auxiliary aids, or services must both establish disability and provide adequate information on the functional impact of the disability so that effective accommodations can be identified. All documentation is reviewed on an individual, case-by-case basis. Individuals are encouraged to provide their clinicians with a copy of these guidelines. The cost of obtaining disability documentation is the responsibility of the individual. Questions about Vassar College's documentation requirements should be directed to the Office for Accessibility, Vassar College, Box 164, 124 Raymond Avenue, Poughkeepsie, NY 12604-0164, (845) 437-7584.

A. Qualified Professional Must Provide the Documentation

A professional providing documentation of Attention Deficit Hyperactivity Disorder (ADHD) should be licensed or otherwise properly credentialed, have undergone appropriate and comprehensive training, and have relevant experience in diagnosing and/or treating adults with ADHD. The individual's name, title, and professional credentials must be clearly stated in the documentation. Documentation from family members will not be accepted even when the family members are otherwise qualified by virtue of training and licensure/certification. All reports must be in English, typed or printed on professional letterhead, dated, and signed.

B. Documentation Must Be Current

Documentation must address how the condition(s) *currently* impacts the individual in the current setting (postsecondary educational, residential or workplace setting). The need for recent documentation depends on the facts and circumstances of the individual's condition and need for specific accommodations, auxiliary aids, or services. If documentation is inadequate in scope of content, or does not address the individual's current level of functioning and need for accommodations, re-evaluation or documentation update may be required. A documentation update for ADHD is a report by a qualified professional that includes a summary of the original ADHD findings, as well as additional evaluation data necessary to establish the individual's current need for accommodation(s).

Quality documentation generally includes:

- Statement or restatement of diagnosis, including date(s) for all prior diagnoses and data that were used to establish the diagnosis. Evidence regarding the diagnosis should be more than a self-report by the individual.
- Description of the individual's current functional limitations in a work, academic, residential, or other campus setting as well as across other settings.

¹ Updated November 8, 2010. Documentation guidelines adapted from the Educational Testing Services (ETS) Policy Statement for Documentation of Attention-Deficit/Hyperactivity Disorder (ADHD) in Adolescents and Adults, Second Edition and from AHEAD: Association on Higher Education and Disability: Seven Essential Elements of Quality Disability Documentation.

- Observational data, gathered during the evaluation, of behavior such as affect, concentration, attention, executive functioning and fluency. Please provide information about tests and dates of administration, clinical observations, and specific test results of psychoeducational or neuropsychological testing.
- Assessment of cognitive functioning: An update of cognitive functioning is generally not necessary if the WAIS-III, or a comparable measure, was used in the past, given that cognitive functioning is typically stable in adulthood. Standard scores and/or percentiles must be included in the documentation report.
- Academic achievement measures that substantiate the ongoing impact of ADHD on academic or work performance is needed. Updated evaluations need not include a full battery of tests, but may include selected academic tests and subtests deemed appropriate to support current eligibility. There should be an explanation of why certain subtests were selected for the update, interpretation of the reported scores, and a discussion of how any error patterns in performance reflect a substantial limitation. If grade equivalents are reported, standard scores and/or percentiles must accompany them.

C. Recommendation and Rationale for Requested Accommodations Must Be Provided

Effective and reasonable accommodations are individually determined and based on the functional impact of the condition and its likely impact on the current environment (classroom, residential, or workplace setting, course assignments, program requirements, etc.). Recommendations for specific accommodations, auxiliary aids, or services must be logically related to the functional limitations of the individual as a result of their condition(s). If connections are not obvious, a clear explanation of the relationship should be provided. For students, school plans such as an Individualized Education Plans (I.E.P.) or a 504 Plan can be helpful, and may provide insight in making current decisions about accommodations, auxiliary aids, or services. I.E.P. and 504 Plans, however, are not binding on Vassar College, and a prior history of accommodations without demonstration of current need does not warrant the provision of accommodations. If no prior accommodations were provided, the evaluator must include a detailed explanation of why no accommodations were needed or provided in the past and why accommodations are needed at this time.

D. Privacy and Confidentiality

Disability documentation will be treated in a confidential manner and shared only on a need-to-know basis to ensure the provision of reasonable and effective accommodations, auxiliary aids, and services. Disability-related information is collected and maintained on separate forms and kept in secure files with limited access.

Send Documentation To:

Office for Accessibility and Educational Opportunity
Vassar College, Box 164
124 Raymond Avenue
Poughkeepsie, NY 12604