

**University of South Florida
Student Accessibility Services**

Guidelines for Documenting Attention-Deficit/Hyperactivity Disorder

Students seeking support services from Student Accessibility Services (SAS) on the basis of a previously diagnosed Attention-Deficit/Hyperactivity Disorder (AD/HD) are 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 SAS staff to make appropriate decisions. Please do not hesitate to **contact SAS 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. **DSM-5 or ICD Diagnosis (text and code)** and information concerning **co-morbidity**.
2. In order to establish a history of the condition and recency 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 the AD/HD.
2. A summary containing the onset, longevity, and severity of the 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.

SAS 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.*

All documentation submitted to SAS is considered confidential.

Due to the broad nature of Florida's public records and email legislation, SAS encourages students to upload documentation with the secure on-line application found via the "AccessSAS" icon at www.usf.edu/sas.

Documentation may also be faxed to (813) 974-7337 or mailed to:

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