THIRD PARTY DOCUMENTATION

Attention Deficit/Hyperactivity Disorder (ADHD)

In order to begin receiving reasonable and appropriate accommodations, students must register with the Office of Disability Services (DS). Disability Services suggests that students provide recent documentation of ADHD from a licensed or credentialed professional who has completed comprehensive training in a field related to the disability and has no personal relationship with the individual being evaluated.

- Appropriate providers of documentation for ADHD would include Licensed Psychologists, School Psychologists, Neuropsychologists, Psychiatrists, and Other relevantly trained Medical Doctors.
- Documentation no more than five years old is considered recent. Documentation that is older than 5 years may need updated.
- Students are responsible for obtaining and providing this documentation to the University.

Here is a CHECKLIST of documentation guidelines that may be of assistance:

☐ **DIAGNOSIS:** A clear diagnostic statement and clinical narrative identifying ADHD and describing how the condition was diagnosed. Please include the following:
  - A diagnosis identifying ADHD according to the DSM-IV or DSM-5. Include the date of initial diagnosis and date of last contact with the student.
  - A summary of the clinical/diagnostic interview. The summary should: a) provide confirmation as to whether or not the disability has had a retroactive existence; b) establish relevant academic performance markers; c) determine presence of any co-existing disorders; and d) rule out other conditions/factors that may resemble ADHD.
  - Procedure/evaluation used for determining diagnosis (e.g. clinical/diagnostic interview, psychological testing, questionnaire, etc.).

☐ **IMPACT:** A description of how the condition impacts the student currently in an academic setting. Documentation must provide current, age-appropriate information in order to accurately assess the current functional limitations of the individual. Please keep in mind:
  - Accommodations are based on current functional limitations and not on diagnosis alone. A description of the extent of functional impairment across an academic setting is needed. This should be thorough in demonstrating how a major life activity (e.g. concentration, interaction with others, learning) is substantially limited.
• Also include results of clinical observations relating to hyperactive behavior, impulsive speech, distractibility, etc.

☐ **INTERVENTION:** A description of current and past accommodations, services and/or medications for the student. This information should include an indication of their effectiveness in treating the disability.

☐ **RECOMMENDATIONS:** Any recommendations for accommodations or information that may be relevant in determining accommodations. Please include the following:
  • Scores and the names of rating scales and testing instruments used to support the diagnosis must be provided.
  • Self-rater and/or interviewer-rated scales for categorizing and quantifying the nature of the impairment may be useful in conjunction with other data but not as a standalone assessment.
  • Neuropsychological and psychoeducational testing – Cognitive and achievement profiles may suggest attention or information processing deficits. **No single test or subtest should be used as the sole basis for a diagnostic decision.**

The prepared document should also:

☐ Be dated and typed on letterhead and bear the signature of the evaluator.
☐ Include the name, title, and professional credentials of the evaluator, including information about licensure or certification.
☐ Include contact information (e.g. name, address, and phone number of practice).

**For ADHD, an education plan such as an Individualized Education Plan (IEP), Evaluation Team Report (ETR), or 504 Plan may be sufficient depending on the content included in the education plan.**

The information provided will become part of the students’ educational records and will be kept in the student’s confidential file in the Office of Disability Service at NKU. Documentation can be mailed, emailed or faxed to the information to:

**Disability Programs and Services**
Student Union, Suite 303
Nunn Drive
Highland Heights, KY 41099
Email: disability.nku.edu
Fax: 859-572-5874