



Student Accessibility Services- Documentation Guidelines

Attention Deficit/Hyperactivity Disorder (ADD/HD)

The following guidelines are provided for evaluators, physicians, medical professionals, students, and family members to guide the process of submitting documentation to the Student Accessibility Services office (SAS) at Gateway Community College. **Please provide the information typed and on letterhead. Documentation for ADD/ADHD should be comprehensive in nature and current (within three years).**

Documentation Requirement Checklist:

In order for the Student Accessibility Services office to determine eligibility for academic adjustments for a student, ADD/ADHD documentation must include the following information. These requirements have been provided in a clear format to follow when preparing documentation for review.

Presenting Issue(s)

- Reason for referral for evaluation
- Information regarding the individual's presenting issues(i.e., ongoing difficulties and behaviors) that impact the individual's ability to function in a post-secondary setting

Evidence of Existing Impairment

- Identification of Attention Deficit Hyperactivity Disorder ADDD/HD (DSM 5), Date when individual was first diagnosed with ADD/HD
- Date(s) of current evaluation
- Discussion of co-occurring conditions, if appropriate
- Rule out of any other mental health conditions

Background History

- Discussion of pertinent background information including developmental, medical, psychosocial, family, and, academic histories.
- Sources of background information (i.e., parent/spouse/partner interview, review of records, self-report, etc.).
- Discussion of any prior academic adjustments received (whether in high school or post secondary institution).

Evaluation Protocol

- Screening measures used (if any)
- List of test instruments used (must be aged appropriate; adult norms preferred)
- Clinical intake and findings (including self-report)
- Behavioral observations during evaluation

Discussion of Psycho-Educational Test Battery (If available)

- Provide a copy of a comprehensive psycho-educational or neuro-psychological evaluation which includes a complete assessment of intellectual functioning and academic achievement ability

Current Medications

- List of current medication(s) including dosages and frequency
- Description of any adverse side effects or functional limitations due to medications
- Indication if evaluation was conducted while on or off medication

Recommendations

- Specific recommendations regarding academic adjustments, auxiliary aids and/or services including a rationale for each accommodation based on the individual's identified functional limitations.

Evaluator Qualifications

- Name and title, license # (if applicable), address, phone number, fax number, email address, and signature on typed letterhead.

*Appropriate professionals include school and/or clinical psychologists, educational therapists, special education teachers, licensed psychiatrists, neurologists, physicians (for medical conditions), and other rehabilitation professionals. Certified/appropriate professionals cannot be family members.

The completed documentation may be given directly to the student to submit or it may be forwarded to the following address:

Gateway Community College
Student Accessibility Services S202
20 Church Street
New Haven, CT 06511

Questions can be directed to:

Phone: (203) 285-2231

Fax: (203)285-2232*

* While faxes are accepted, the Student Accessibility Services office encourages the submission of original documents whenever possible.