

Guidelines for Documentation of Attention Deficit Disorders

Documentation of an Attention Deficit Disorder must come from a licensed professional on their official letterhead; and must contain their name, address, credentials, and a signature. The following professionals are considered qualified:

- Clinical Psychologist,
- Neuropsychologist,
- Psychiatrist,
- Neurologist, or
- Medical Doctor trained in differential diagnosis of psychiatric disorders.

The documentation should be recent (in most cases, no more than three years old) and should include:

- 1) A Statement of Condition or Diagnosis, including all appropriate DSM-IV codes, a description of past and present symptoms, and a clear diagnostic statement describing how the condition was diagnosed and detailing the anticipated and/or typical progression or prognosis of the condition.
- 2) Diagnostic Methodology, including a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. The reporting of test scores must be complete; therefore, both summary data and specific test scores and percentiles are required.

In addition to establishing a diagnosis of an Attention Deficit Disorder, the documentation must also demonstrate the current impact of the disorder on the student's ability to learn. A complete psychoeducational or neuropsychological assessment is the primary tool for determining the degree to which the Attention Deficit Disorder currently impacts the student's ability to learn. Such assessments typically include testing of intellect, achievement, processing speed, fluency, executive functioning, language, memory and learning, attention, etc.

Depending upon the degree and scope of the information it contains, a school-based document such as an Individualized Education Plan (IEP), a Section 504 plan, a Summary of Performance (SOP), or transition document may be included as part of a more comprehensive documentation packet.

- 3) Information regarding how the Condition Substantially Limits Major Life Functions, including a clear sense of the severity, frequency and pervasiveness of the condition.
- 4) Current Treatment.
- 5) Specific Recommendations for Reasonable Accommodations and an Explanation of the need for Specific Recommendations.

Please forward the requested information to:

Muskegon Community College
Disability Support Services
221 S. Quarterline Road
Muskegon, MI 49442
Office: 231-777-0309
Fax: 231-777-0446
mccdss@muskegoncc.edu