

University of Montevallo

Documentation Guidelines: Attention Deficit/Hyperactivity Disorder

The University has developed reasonable documentation guidelines as allowed by Section 504/ADA/ADAA. It is hoped that the guidelines will assist current and prospective students, and their medical or treatment professionals, in gathering information that will be used by DSS in the process of determining appropriate accommodations. The guidelines are designed to provide flexibility to the DSS office in reviewing each student's request on a case-by-case basis, while also ensuring consistent and effective services.

Documentation should come from an appropriate professional. The type and recency of documentation is reviewed on a case-by-case basis. Information is also gathered through the DSS Application and the intake interview with the student. DSS reserves the right to request updated documentation as appropriate, based on factors such as the age of the student (currently and at the time of the evaluation/diagnosis), and/or the type of accommodations being requested.

To determine eligibility for services, the University requests the following information about the disability and how it impacts major life activities:

- Description of the diagnosis and need for accommodation, which may include relevant medical, social or educational impact. History of the use of educational accommodations is not required but is often helpful. Copies of high school IEPs or 504 Plans can also be useful.
- Description of the impact of this condition on major life activities such as learning, seeing, hearing, etc. This may be provided by thorough description of current impact (in the classroom, while taking tests, etc.). A generic statement such as "student exhibits 7 DSM criteria" may not be sufficient. Results of checklists/ratings scales, and/or psycho-educational (aptitude, achievement, processing) testing can also be useful. Note that testing data may be required to approve some academic accommodations (such as extended time beyond 1 ½ time or provision of alternate format materials such as e-text). Students are encouraged to contact DSS to determine if an updated evaluation may be needed.
- Current treatment/medication, including side effects, when relevant.
- Recommendations for reasonable accommodations. Please provide rationale for any recommendations that may not relate directly to symptoms or testing described.

Disclaimer regarding Documentation: Approval for accommodations at the University does not assure the sufficiency of the documentation for transfer to another institution, or for the standards of various professional/graduate school testing agencies. Documentation will be reviewed on a case-by-case basis. If the documentation provided is deemed insufficient, additional documentation may be requested. The University has no responsibility for the cost of obtaining such documentation. If documentation is acceptable, but the University wishes to obtain another opinion, the University reserves the right to request such at its expense. Documentation should not be written/completed by a relative. The University reserves the right to contact any professional completing this form to confirm source or ask for clarification of details. Any handwritten documentation must be legible, but typed information is

preferred. Documentation should be dated, signed, on letterhead. Final determination of appropriate and reasonable accommodations rests with the University.

Documentation will be held in a confidential manner. There are circumstances, allowable under FERPA, which might necessitate that some student disability information be shared with select University officials (if relevant in an emergency or if related to a student grievance). Court orders, subpoenas or complaints filed outside the University may also result in files provided to Administrators or University counsel. In any such cases, any University personnel involved will continue to maintain the student's confidentiality. Students must sign a written release for any records to be forwarded to any other institution or agency. Student files will be kept for a minimum of seven years past the last term of enrollment.

Please forward documentation or any questions to:

**Disability Support Services
University of Montevallo
Station 6250
Montevallo, AL 35115-6250**

**(205) 665-6250
(205) 665-6255
DSS@montevallo.edu
www.montevallo.edu/dss**