



Documentation Guidelines for Attention Deficit Hyperactivity Disorder

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Overview

Attention Deficit Hyperactivity Disorder (ADHD) or Attention Deficit Disorder (ADD) may impact the student's ability to perform academically. These difficulties are not representative of the student's overall intellectual ability. For students who are requesting accommodations on the basis of ADHD or ADD, the Disability Access office requires documentation of the condition from a qualified medical professional. This documentation must describe the disability (i.e. gives a diagnosis) and the functional limitations caused by the disability (i.e. how the student is impaired by their disability). This documentation serves three purposes:

- To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
- To supplement information from the student's narrative regarding the impact of their disability.
- To inform the development of reasonable accommodation in an individualized access and accommodation plan designed to facilitate equal access to Gonzaga University's environments.

Good documentation needs to include

- A DSM or ICD diagnosis of ADHD or ADD.
 - Assessments should be performed at the adult level. However, child testing performed within 2 years of submission will also be considered.

- Diagnostic methodology: a summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable.
- A description of the current impact/limitations of the disability with specific focus on barriers to the educational environment.
- Potential impacts and side effects of any medications currently being used.

All documentation needs to be from a qualified healthcare provider and include

- Contact information
- License number
- Signature or electronic signature

Documentation can come in a variety of formats

- Psycho-educational evaluation, including psychometric test results from general measures of aptitude and academic achievement.
- 504 Plan
- K-12 Summaries of Performance

Frequently Asked Questions

[What if my existing documentation doesn't meet the criteria for "good" documentation?](#)

We encourage students to submit whatever documentation they have for review by the Disability Access office. It is possible that we may be able to establish disability and the need for accommodation without "good" documentation. It is also possible that provisional accommodation can be put in place while more documentation is obtained. If additional documentation is necessary, we will let the student know what is needed. A member of the Disability Office can meet with any student to discuss questions they may have about documentation. Students should not hesitate to contact us because they feel they lack "good" documentation.

[Where should I submit my documentation?](#)

Students may upload documentation when they fill out our Online Student Application found on our website (gonzaga.edu/disabilityaccess), under the "Student Resources" link, then "Process for Securing Accommodations". Alternatively students can bring their documentation directly to Disability Access, we are located in Foley 208 (second floor, south-east corner). Students or their health care providers can email the documentation to disability@gonzaga.edu, fax it to 509-313-5523, or mail it to 502 E Boone Ave, AD 19, Spokane WA, 99258-0019.

[What if I do not have any documentation for my disability and/or health condition?](#)

We are happy to meet with any student who has this question and wants to discuss their options. However, students who do not have documentation may also go to Gonzaga Health and Counseling Services (509-313-4052) for up-to-date information on Spokane area resources.