

Westminster College

DOCUMENTATION GUIDELINES for ADD/ADHD

Dear Doctor:

Westminster College requires that the following criteria, consistent with the most recent edition of the DSM, be met in documenting ADD or ADHD in adults. Without such written documentation, a student may not be able to receive appropriate academic accommodations that may be critical for his/her success. Please indicate each criterion that is applicable to this student, and attach supporting data (e.g., copies of rating scales). All documentation must include a specific diagnosis of ADD or ADHD and provide the evidence used to meet the criteria listed below. It is important for all evaluations to be current, and to state clearly how ADD or ADHD functionally impacts the student's life across settings and creates a substantial limitation in learning. A clear rationale must be provided as to why specific accommodations are needed to mediate the impact of ADD or ADHD. We will need the following information:

1. Student's name.
2. Documentation of current symptoms that meet diagnostic criteria. Possible data sources: clinical interview, behavior rating scales. Cite evidence obtained and its source.
3. Clear evidence and documentation of interference with developmentally appropriate academic, social, or vocational functioning. Cite evidence obtained and its source.
4. All other psychiatric or medical disorders which may cause problems with inattention are differentially evaluated, documented, and considered in the differential diagnosis. This is particularly important when mood, anxiety, or substance abuse disorders are involved. Other causes of problems with attention and concentration must be considered and discussed (e.g., test anxiety). A positive response to medication is not by itself considered diagnostic. Cite evidence obtained and its source.

5. Date of assessment

6. Current Medications

7. Diagnosis

8. Your Signature

Please send your completed documentation Faith Craig, Director of Disability Resources, Westminster College, New Wilmington, PA 16172 or FAX to 724-946-6140. Thank you!