



**Documentation Guidelines
for students with
ADD/ADHD**

**Student Success Center
Accessibility Services
301-696-3421
Hood College
401 Rosemont Ave. Frederick, MD 21701
301-696-3569**

Students who are trying to find accommodations from Hood College on the basis of diagnosed ADD/ADHD are required to submit documentation to verify admissibility. The following guidelines are provided to assure that evaluation reports are appropriate for admissibility.

A student that had a Section 504 plan, and Individual Education Plan (IEP) or a private school academic accommodation plan in K-12 schooling should submit those documents in full (not partial pages), but those alone will not qualify a student for accommodations.

1. Testing must be comprehensive. It is not acceptable to administer only one test for the objective of diagnosis. The evaluation should include:

- Tests
- Questionnaires
- Interviews
- Surveys
- Observation Instruments

This is not intended to be an extensive list or to impede evaluation in other relevant areas for instance, vocational interests.

2. Testing must be current. This means within the past 3 -4 years. Since this documentation is the base for deciding reasonable accommodations, it is in the student's best interest to provide documentation that shows the student's current level of functioning and capability to perform in an academically competitive college environment.

3. There must be clear and specific evidence and identification of ADD/ADHD. Test scores must provide the diagnosis of ADD/ADHD.

4. Test scores/data should be included. A review of the following should be included:

- The age of onset of symptoms
- Severity of the symptoms
- Medication history
- Information about comorbidity
- Impact of symptoms on learning, reading, writing, focusing, and studying

- Support services and accommodations used effectively at the high school level

The Accessibility Services' staff are skilled at interpreting documentation and collect important information. This information is used to help the student make decisions about what support services they may require.

5. Qualified evaluator: Trained professionals perform all evaluations and interpretation of diagnoses of ADD/ADHD. The diagnosis of ADD/ADHD must be made by a professional, for instance a psychiatrist, educational psychologist, neurologist, or a combination of such professionals who have expertise in diagnosing ADD/ADHD.

- Diagnostic reports must include the names and titles of the evaluators as well as the date(s) of testing.

Current/Enrolled Hood Students:

Getting Started with the Office of Accessibility Services

If you need disability accommodations while at Hood College, you will be working with the staff at the Office of Accessibility Services. Our office works cooperatively with other College departments to provide accommodations for students' academic and residential settings.

Step 1:

In addition to this document, make sure to review the [Accessibility Services website](#) to answer any questions, find forms, review documentation guidelines and policies.

Step 2:

Review specific process for Academic and/or Housing Accommodations
(see [drop-downs on webpage](#))

Step 3:

Current & Newly Enrolled Students: **Register with Accessibility Services Office.**
[Accessibility Services Registration Form](#) (academic, housing & temporary)

***Prospective Students & Families should not submit documentation, and need to complete the [Accessibility Services Inquiry Form: Prospective Students & Families](#)**

Important Note:

- Current/Enrolled students provide *documentation only after a student has registered* or documents can be **uploaded to their [Accessibility Services Registration Form](#)**. Please do not email documentation directly to Accessibility Services, unless requested to do so.
- Prospective students should not submit documentation until deposited and enrolled/ready to enroll in courses.