



# Tennessee Tech University Accessible Education Center

## Documentation Requirements for ADHD

High schools provide educational assistance based on the Individuals with Disabilities Education Act (IDEA). IDEA protects rights for students to be educated with peers. Services in college are provided under the Americans with Disabilities Act (ADA). The ADA simply ensures that students with disabilities have an equal opportunity to receive an education. It is important to understand that although reasonable academic adjustments can be offered, students no longer receive the total services that an Individualized Education Plan (IEP) provided in high school. For students to qualify for services under the ADA, documentation must be provided that verifies a diagnosed disability. Services cannot begin until the required documentation is received and reviewed. TTU's documentation requirements for **Attention Deficit Hyperactivity Disorder (ADHD)** are detailed below.

Documentation requirements:

- I. A **qualified professional** must conduct the evaluation. For an ADHD diagnosis, the documentation should be from a psychiatrist, psychologist, licensed psychological examiner, neurologist or treating medical physician.
- II. Information received must be on **official letterhead** that includes the professional's name, title, certification/license, mailing address, telephone number and the professional's **manual** signature. Prescription pad reports are not acceptable.
- III. Documentation needs to be **current**.
  - Completed or re-evaluated within the past three years.
  - Include current and previous information.
- IV. Documentation needs to **include**:
  - Evidence of early impairment
  - Evidence of current impairment and treatment, including medication
  - Relevant testing information
  - The DSM-5 criteria
  - An interpretative summary
  - Description of the impact, if any, of the diagnosed ADHD on specific major life activities, as well as the degree of impact on the individual.
  - Specific recommendations for academic adjustments that are realistic and can be reasonably provided by postsecondary educational institutions
  - Any other relevant psychiatric or medical conditions that may contribute to academic difficulties for the student.

**NOTE:** An Individualized Education Plan (IEP) or a 504 Plan may be included for the purpose of supplying additional information; however, they are insufficient in and of themselves.

TTU understands that documentation provided by military or veteran medical facilities may be different in appearance or content. Professionals in the Accessible Education Center will work the veterans to determine appropriate documentation.

*CONFIDENTIALITY: The Accessible Education Center staff will adhere to the University's confidentiality policy regarding the release of information concerning student's records. This office will not release any information, including personal information, or any part of the requested documentation without the candidate's informed consent unless compelled by a legal process of subpoena.*

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