

WAKE FOREST UNIVERSITY
GUIDELINES FOR DOCUMENTING AN ATTENTION DEFICIT/HYPERACTIVITY DISORDER

In order to standardize the process for requesting accommodations, Wake Forest has adopted the ADHD documentation guidelines developed by the **Consortium on ADHD Documentation** (Loring C. Brinckerhoff, Chairperson). These guidelines can be found by following the [Resources for Test Takers with Disabilities and Health-related Needs](http://www.ets.org/) found on the *ETS* website <http://www.ets.org/>

Students and parents are urged to refer professional evaluators to these guidelines before submission of documentation for an accommodation request.

Essential features of these guidelines are:

- **A qualified professional must conduct the evaluation.** The following professionals would generally be qualified to evaluate and diagnose ADHD provided that they have comprehensive training in the differential diagnosis of ADHD in the adolescent or adult population: licensed clinical, school, and neuropsychologists, psychiatrists and other relevantly trained medical doctors. It may be appropriate to use a clinical team approach consisting of educational, medical, and psychology professionals with training in the evaluation of ADHD in adolescents and adults.
- **Up-to-date documentation.** The diagnostic evaluation must have been completed *within the past 3 years*. An updated statement by the treating professional about treatment that is ongoing and the continuing accommodation needs of the student within the past year is most helpful.
- **Relevant testing information must be provided.** Neuropsychological or psychoeducational assessment is important in determining the current impact of the disorder on the student's ability to function in academic settings. Cognitive tests, achievement tests, and rating scales should complement clinical interviewing to aid with differential diagnosis and establishing a "substantial limitation" in the major life activity of learning. The Wechsler Adult Intelligence Scale (WAIS IV) and the Woodcock-Johnson (W-J III) tests of achievement should be included.

The documentation should be submitted to the Director of the Learning Assistance Center & Disability Services (LAC-DS), and the student should make an appointment with one of the staff members of the LAC-DC following review of the documentation. Generally, review of the documentation is within 10 working days of receipt of the information. The University reserves the right to determine what are considered reasonable accommodations for ADHD depending on the documented limitation of each person. Questions and requests for additional information should be directed to Van D. Westervelt PhD, Clinical Psychologist, Director LAC, Box 7283, Winston-Salem, NC 27109. Phone: 336-758-5929.