

Attention Deficit Disorder (AD/HD) Documentation Guidelines

Students who are requesting support services from the Office of Student Support Services at Carroll Community College are required to submit documentation to verify eligibility under Section 504 of the Federal Rehabilitation Act of 1973 and ADA of 1990. The following guidelines are provided in the interest of ensuring that the documentation is complete and appropriate:

1. The documentation must include a clear statement of ADD or AD/HD. It must also include the rationale for this diagnosis.
2. The evaluation must have been completed within the past three years for students just graduating high school. For students who have been out of school for a number of years, documentation that is more than three years old will be handled on a case by case basis. The student may be required to submit more recent documentation.
3. The diagnosis must be a medical or clinical diagnosis according to DSM-IV criteria, should be performed by a licensed psychologist or medical doctor knowledgeable with regards to AD/HD, and diagnostic materials must be age appropriate (individuals who are seventeen years of age or older should be tested as adults).
4. The documentation must include the following information:
 - ❖ Names of the assessment instrument(s) used
 - ❖ Quantitative and qualitative information which supports the diagnosis
 - ❖ The areas of educational impact and severity of the condition
 - ❖ Recommendations for prescriptive treatments
 - ❖ Notation of medications prescribed, if any
 - ❖ Additional observations or recommendations which could assist us in adequately serving this student
 - ❖ The names, titles, addresses, and phone numbers of the evaluator(s), as well as date(s) of testing

The aforementioned guidelines are provided so that the Office of Student Support Services can respond appropriately to the needs of the student. The Office of Student Support Services reserves the right to determine eligibility for services based on the quality of the submitted documentation.

All documentation is confidential.

Please submit documentation and/or inquiries to:

Joyce Sebian, Director
Office of Student Support Services
1601 Washington Road, Room L289F
Westminster, MD 21157
(410) 386-8329 [voice]; (410) 876-2419 [TTY];
(410)-386-8463 [Fax]
e-mail: jsebian@carrollcc.edu