



OFFICE OF SPECIALIZED SERVICES

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**ATTENTION DEFICIT DISORDER
ATTENTION DEFICIT HYPERACTIVITY DISORDER
DOCUMENTATION FORM**

Student's Name: _____

The student named above is applying for disability accommodations and/or services through the Office of Specialized Services (OSS) at Ramapo College. In order to determine eligibility, a qualified professional must certify that the student has been diagnosed with Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder (ADD/ADHD) and provided evidence that it represents a substantial impediment to a major life activity. It is important to understand that a diagnosis of ADD/ADHD in and of itself does not substantiate a disability. In others words, information sufficient to render a diagnosis might not be adequate to determine that an individual is substantially impaired in a major life activity. This documentation form was developed as an alternative to a traditional diagnostic report. If a traditional diagnostic report is being submitted as documentation instead of this form, please refer to the OSS website (www.ramapo.edu/students/oss/documentation.html) in order to view documentation guidelines. OSS expects the following in regard to this documentation form:

- The form will be completed with as much detail as possible as a partially completed form or limited responses may hinder the eligibility process.
- The diagnosis of ADD/ADHD was derived through multiple assessment instruments that included formal measures.
- The assessment information is not more than three years old.
- The form is being completed by a professional qualified by having had comprehensive training and direct experience in the differential diagnosis of ADD/ADHD such as a psychologist, neuropsychologist, psychiatrist or other relevantly trained medical doctor.
- The professional completing the form is not a family member of the student or someone who has a personal or business relationship with the student.

What is the DSM-IV diagnosis for this student?

Axis I: _____

Axis II: _____

Axis III: _____

Axis IV: _____

Axis V (GAF score): _____

Date student was first diagnosed: _____

Date student was last seen: _____

Age of onset? _____

How was the diagnosis of ADD/ADHD arrived at? Please check all relevant items below and include brief notes regarding relevant findings.

- Interview with student: _____

- Interview with other persons: _____

- Behavioral observations: _____

- Behavioral checklists: _____

- Developmental history: _____

- Medical history: _____

- Educational history: _____

- Psycho-educational testing: _____

- Others (please specify): _____

Provide specific information about the academic limitations and severity of symptoms this student encounters as a result of ADD/ADHD:

Activity	No Limitation	Moderate Limitation	Substantial Limitation	Don't Know
Attention to detail/accuracy of work				
Sustaining attention				
Listening comprehension				
Completing tasks independently				
Sustained mental effort				
Organization				
Distractibility				
Memory				
Restlessness				
Impulsiveness				
Time management				
Mathematics				
Reading				
Writing				
Other (please specify)				

What symptoms cause impairment in two or more settings (e.g., work, home, school)?

Is the student on medication for ADD/ADHD? Yes No

If on medication, describe its effect on academic functioning and side effects:

Additional information you believe would be helpful in determining if this student should be considered as disabled under the law: _____

In what settings has this student received disability accommodations in the past? _____

Recommendations regarding reasonable disability accommodations in the college environment along with rationale for each:

Certifying Professional

_____ Name and Title	_____ Type of License or Certification
_____ Company/Office/Institution Affiliation Name	
_____ Address	_____ Phone #
_____ City, State, Zip	_____ Fax #
_____ Signature of Certifying Professional	_____ Date

Please Return To:
Office of Specialized Services
Ramapo College of New Jersey
505 Ramapo Valley Road
Mahwah, NJ 07430

DOCUMENTATION RETENTION - All submitted materials will be held in OSS as educational records under the Family Educational Rights and Privacy Act (FERPA). Students have a right to review their educational records. However, students are encouraged to retain their own copies of disability documentation for future use, as the college is not obligated to produce copies for students. Under current New Jersey record retention requirements, disability documentation is mandated to be held for only two years after a student has stopped attending the college.