Documentation Form: Attention Deficit/Attention Deficit Hyperactivity Disorder (ADD/ADHD)

Students 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 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 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 traditional diagnostic reports. 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.

1. What is the DSM-V diagnosis for this student?

Axis I:

Axis II:

Axis III:

Axis IV:

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:

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□ 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

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<thead>
<tr>
<th>Activity</th>
<th>No Limitation</th>
<th>Moderate Limitation</th>
<th>Substantial Limitation</th>
<th>Don’t Know</th>
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<tbody>
<tr>
<td>Attention to detail / accuracy of work</td>
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<td>Sustaining attention</td>
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<td>Listening comprehension</td>
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<td>Completing tasks independently</td>
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<td>Sustained mental effort</td>
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<td>Distractibility</td>
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<td>Other (please specify)</td>
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</table>

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

If the student is on medication for ADD/ADHD, please describe side effects that may impact student in a college setting.

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 record. 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.