

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

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 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/oss/documentation-requirements/) 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 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.

Date student was first diagnosed: _____

Date student was last seen: _____

Age of onset: _____

How was the diagnosis of ADD/ADHD arrived at?

What is the severity of the symptom? Mild Moderate Severe

Explain the severity indicated above.

Provide specific information about the academic limitations and severity of symptoms this student encounters as a result of ADD/ADHD by placing an "X" in the appropriate box.

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 impact the student the most? In which settings is the student impacted the most?

Is the student on medication for ADD/ADHD?

Yes

No

If on medication, describe its effect on academic functioning.

If so, are there any side effects that may affect academic functioning?

What is the duration of the medication? How long in a typical day is it expected to last?

Please provide any additional information concerning how a student's symptoms impact performance in an academic and/or residential setting.

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

Methods of return:

- 1) Complete this fillable form electronically and email by clicking the email button at the top of page 1.
- 2) Print and scan to oss@ramapo.edu
- 3) Print and fax to 201-684-7004
- 4) Print and mail to:

Office of Specialized Services
Ramapo College of New Jersey
505 Ramapo Valley Rd.
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.