

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

In order to standardize the process for requesting accommodations, Wake Forest has adopted ADHD documentation guidelines as noted below. Students and parents are encouraged to refer professional evaluators to these guidelines before submission of documentation for an accommodation request.

- **A qualified professional must conduct the evaluation.** The following professionals would generally be qualified to evaluate and diagnose ADHD if 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.** For undergraduate students, the documentation should be no older than 3 years. For graduate students, the evaluation may be up to 5 years old if conducted on adult measures. If a comprehensive evaluation has not been completed during that time period, continuation of prior documented accommodations may be continued on a case-by-case basis while additional assessment is obtained.
- **Relevant testing information must be provided.**
 - Diagnostic report with specific DSM-5 diagnosis and which rules out other possible diagnoses (such as psychiatric, cognitive or learning issues)
 - Testing or other results that clearly indicate a “substantial limitation” in the major life activity of learning
 - Evidence of both early impairment and current impact
 - Academic Fluency and/or processing speed tests must be included if a request is made for extended time as an accommodation
 - Complete psychoeducational and/or neuropsychological testing is recommended to include measures of cognitive abilities, achievement tests and rating scales. The WAIS-IV (or latest edition) the Woodcock Johnson Tests of Achievement or WIAT (latest editions) are preferred.
- Documentation provided must **clearly state the diagnosed disability or disabilities**, and must **describe the functional limitations** resulting from the disabilities, and must **describe the specific accommodations requested**, and must **adequately support each of the requested academic accommodations**.
- Due to the time required to respond to requests for accommodations, it is strongly recommended that, when possible, students **submit documentation of their disabilities by July 1st**. Later requests will be considered but processing time may be lengthier given the volume of requests received after the semester begins.

Documentation should be sent to: Learning Assistance Center & Disability Services
Wake Forest University, Box 7283
Winston-Salem, NC 27109
Email: lacds@wfu.edu [electronic documentation submitted must be in .pdf
format as one document and legible]
Fax: (336)758-2455

****PLEASE NOTE DUE TO COVID-19 CHANGES IN PROCEDURE NO DOCUMENTATION SHOULD BE MAILED OR FAXED UNTIL FURTHER NOTICE****

Records are kept confidential per LAC-DS policy (on website) but are accessible as needed by LAC-DS and Student Health Service staff as part of the accommodations process.