# DOCUMENTATION GUIDELINES FOR ATTENTION DEFICIT HYPERACTIVITY DISORDER

## *Wenatchee Valley College Student Access Services*

Attention Deficit Hyperactivity Disorder (ADHD) or Attention Deficit Disorder (ADD) may impact the student’s ability to perform academically. These difficulties are not representative of the student’s overall intellectual ability.

For students who are requesting accommodations on the basis of ADHD or ADD, Student Access office requires documentation of the condition from a qualified medical professional. Wenatchee Valley College acknowledges that individual circumstances may vary, and documentation may differ based on access to healthcare, the nature of the disability and healthcare professionals. Supporting medical documentation can come in a variety of forms, including but not limited to a letter from a doctor or a counselor, chart notes or an IEP evaluation.

**This documentation serves three purposes:**

* To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
* To supplement information from the student’s narrative regarding the impact of their disability.
* To inform the development of reasonable accommodation in an individualized access and accommodation plan designed to facilitate equal access to WVC’s environments.

**Supporting medical documentation should include:**

* ADHD or ADD diagnosis with diagnostic codes
* Diagnostic methodology: a summary of assessment procedures and evaluation instruments used to make the diagnosis, including evaluation results and standardized scores if applicable. Ideally, assessments should performed at the adult level or within the last 2 years.
* Thorough description of *current* symptoms and impacts of the disability
* Potential impacts and side effects of any medications currently being used.
* Include credentials, contact information and signature of the qualified medical provider
* Outline treatment history with the provider, such as frequency of visits, last appointment and length of treatment.

Any additional information from the medical practitioner that will help us best serve the student's accommodation needs will be considered. However, Wenatchee Valley College is the final determinant of appropriate accommodations in our environment.

**Documentation can be uploaded** at the completion of the online Student Access Services Application or submitted at one of the following options:

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| *Mailing address* | Student Access Services  Wenatchee Valley College  1300 5th street Wenatchee, WA 98801 |
| *Physical address* | Wenatchee Valley College, Wenatchi Hall 2134  WVC Omak, Mary Henrie Friendship Hall 205B |
| *Phone* | 509.682.6854 |
| *Fax* | 509.682.6811 |
| *Email* | [SAS@WVC.edu](mailto:SAS@WVC.edu) |