

## **Guidelines for ADHD/Learning Disability Documentation**

The following guidelines are provided for evaluators, physicians, medical professionals, students and family members to guide the process of submitting documentation to the Academic Success Center at Gordon College. Our goal in providing these guidelines is to facilitate the Center's review process for students with disabilities requesting accommodations.

- Documentation submitted should be current and relevant, printed on official letterhead, and signed by the credentialed professional. **Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so.**
- Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.
- A Summary of Performance (SOP), Individualized Education Program (IEP) and/or a 504 Plan may not be sufficient in determining accommodations in college.
- Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.
- While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.
- Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations at Gordon College.

### **Presenting Issue(s)**

- Information regarding the individual's presenting issues (i.e., ongoing difficulties and behaviors) that significantly impact functioning in a postsecondary setting.

### **Date(s) of current evaluation**

- Discussion of co-morbid conditions, if appropriate

### **Background History**

- Discussion of pertinent background information and any prior accommodations received (whether in high school, at another postsecondary institution, or place of employment).

### **Evaluation Protocol**

- Screening measures and test instruments used (if any)
- Clinical intake and findings (including self-report)
- Behavioral observations during evaluation

**Discussion of Evaluation Results**

- Tests of information processing/cognitive abilities
- Tests of intellectual functioning
- Tests of executive functioning
- Tests of language proficiency
- Tests of academic achievement

**Current Medications**

- List of current medication(s) if applicable

**Recommendations**

- Specific recommendations regarding academic accommodations, auxiliary aids and/or services including a rationale for each accommodation recommended based on the individual's identified functional limitations.

**Documentation may be submitted to the ASC:**

**Academic Success Center  
Gordon College  
255 Grapevine Road  
Wenham, MA 01984**

**Email: [ASC@gordon.edu](mailto:ASC@gordon.edu)**

Guidelines/Checklist adapted from the University of Connecticut, Center for Students with Disabilities