Attention Deficit / Hyperactivity Disorder (AD/HD)
Documentation Quick Reference Guide

In order to ensure the provision of reasonable and appropriate accommodations for students with disabilities, the Disability Resource Center (DRC) requires documentation from a qualified physician or other licensed professional in a field related to the disability that provides verification of the disability, a description of the current functional limitations noted as a result of the disability on a major life activity (e.g. concentrating, learning) and any recommendations of possible accommodations.

1. The documentation should include the following information:
   a) A statement of AD/HD as a DSM-5 diagnosis. Please include the date of diagnosis and the date of last contact with this student.
   b) A brief summary of the information gathered from the clinical interview, rating scales, and test instruments used to assess/diagnose AD/HD and rule out other explanations.
   c) A description of the current severity of the AD/HD and this student’s limitations in an academic setting.
   d) A list of any medications or other treatments this student is currently utilizing, including any possible medication/treatment side effects.
   e) A description of any accommodations you feel would be appropriate for this student given his/her limitations. A rationale, which is linked to the student’s limitations in an academic setting, should be provided for each accommodation.
   f) A description of any referrals for further testing/evaluation or treatment.
   g) Attach any additional information you feel is relevant in determining accommodations for this student.

2. The prepared documentation should:
   a) Be on letterhead.
   b) Be typed, dated, and bear the signature of the provider.
   c) Include the name, title, and professional credentials of the provider, including information about licensure or certification.
   d) Include contact information (e.g. name, address, and phone number of practice).

Please contact the Disability Resource Center at 352-392-8565 or via email at accessuf@dso.ufl.edu, if you have any questions.

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