

---

**Documentation Requirements****Attention Deficit Hyperactivity Disorder (ADHD)**

The documentation should come from an appropriate licensed professional, such as a clinical or educational psychologist, psychiatrist, or medical doctor with expertise in evaluating the impact of ADD/ADHD in a postsecondary educational environment. A diagnosis of ADHD by someone whose training is not in these fields may not be acceptable. Please see the General Documentation Requirements for other important information about the source of the documentation as well as the report itself.

Documentation must be current, preferably no more than three years old. Changes may have occurred in the student's performance since a previous diagnosis, or new medication may have been prescribed or discontinued since the initial diagnosis was made. Documentation must substantiate the need for services based on the student's *current* functioning.

In order to determine eligibility for services, South Texas College requires specific information about the student's impairment and how this impairment constitutes a substantial limitation to a major life activity.

At a *minimum*, the documentation must include the following elements:

- 1) A clinical interview, which should address relevant academic, medical, developmental, and social history. Family history of medical, psychological, or educational difficulties may also be relevant. A description of presenting symptoms should be included. History of the use of accommodations in educational settings should be addressed.
- 2) An assessment of attention difficulties, including any assessment data used to support the diagnosis of ADHD. Checklists or ratings scales can be important, but one checklist, survey, or subtest score should not be provided as the sole criterion for the diagnosis. Many evaluators find it valuable to administer, or examine the results of, psycho-educational testing. Please note that such testing data may be required to support some kinds of academic accommodation requests. Also, students who are considering a transfer to another South Texas College, or who plan to pursue graduate or professional schools, will find that this testing may be required.

A comprehensive evaluation will include intelligence and achievement testing. Intelligence/aptitude tests such as the Wechsler Adult Intelligence Scale - III or the Woodcock Johnson Psycho-educational Battery – III: Test of Cognitive Ability are appropriate. Please include all subtest scores, including standard scores and percentiles. Screening devices that do not provide a thorough assessment are NOT acceptable.

An assessment of academic achievement should include norm-referenced tests with standard and subtest scores reported. Please note that screening devices that do not include comprehensive measures of the areas listed above, or tests with inappropriate age norms (children only), are NOT acceptable. Appropriate instruments would include tests such as the Woodcock Johnson Psycho-

**STATEMENT OF EQUAL OPPORTUNITY**

No person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College. Individuals with disabilities requiring assistance or access to receive these services should contact Student Disability Services at (956) 872-2173. Updated 6/2020.

educational Battery – III: Tests of Achievement, Wechsler Individual Achievement Tests, Stanford Diagnostic Reading and Math Tests, etc.

- 3) A clear diagnosis of ADHD (with or without hyperactivity) using DSM-IV-TR, DSM-V, or ICD-10 criteria. The possibility of other medical or psychological disorders that can mimic ADHD symptoms must be addressed. Co-existing diagnoses should be thoroughly reviewed, as should possible substance abuse issues. A diagnosis based solely on a positive response to a medication is not sufficient. Individuals whose difficulties stem from a lack of basic skills/education, test anxiety, poor study habits, or organization, etc, but whose symptoms/scores do not meet the clinical levels of severity, are not eligible for accommodations for ADHD.
- 4) Current medication/treatment, and/or history of such. It is helpful to know if test data provided was obtained with or without medication. A description of the impact, or any side effects, of the medication should also be included.
- 5) Recommendations for accommodations to equalize this student’s educational opportunities at the postsecondary level. The report should include the rationale and duration for which these accommodations are being recommended.
- 6) Any other information relevant to the student’s individual needs

Each request will be evaluated on a case by case basis. All documentation submitted to CSDS is considered confidential.

Please complete an application and upload documentation in the CSDS Student Portal (<https://stc.medicatconnect.com/>).

This document will be made available in alternative formats upon request. Please contact the CSDS at 956-872-2173 for assistance.

**STATEMENT OF EQUAL OPPORTUNITY**

No person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College. Individuals with disabilities requiring assistance or access to receive these services should contact Student Disability Services at (956) 872-2173. Updated 6/2020.