



Disability Support Services

Alison Hall, Suite 130

240 Academy Street

Newark, DE 19716

Phone: 302-831-4643

Fax: 302-831-3261

TDD: 302-831-4563

Email: dssoffice@udel.edu

Process for Requesting Accommodations for ADHD

In order to provide accommodations the Office of Disability Support Services requires specific information from both the student and a **qualified licensed professional** (such as licensed/certified psychologist, school psychologist from student's current school district, psychiatrist, qualified medical specialist or licensed clinical social worker) with specialized training in evaluating people with ADHD and who does not have a personal relationship with the student. Accommodations are determined on a case-by-case basis in accordance with the Americans with Disabilities Act, as amended in 2008.

After the student has submitted the required documentation and completed the application form on SAM (found on the first page of our website), the student must call our office to make an appointment to meet with an Accommodation Coordinator to determine accommodation eligibility.

Documentation from a qualified licensed professional.

Completion of the [Documentation of Attention Deficit Hyperactive Disorder \(ADHD\)](#) form

or

A signed and dated letter that includes:

- A specific diagnosis of ADHD using DSM criteria
- Method of determining ADHD
- Symptoms experienced as noted in the DSM
- Scores from a standardized behavior rating scale
- Date of diagnosis
- Medications: dosage and side effects
- Relevant history of ADHD including impact on early academic functioning
- Impact of ADHD on learning or functioning as a college student
- Any additional circumstances or conditions that may be impacting current functioning

Interview with the student

- Discuss the impact of ADHD on academic functioning past and present
- Discuss accommodations

[Documentation can be emailed, faxed, or uploaded into SAM.](#)

The Office of Disability Support Services (DSS) will maintain the confidentiality of evaluations to the extent required by state and federal laws.



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Documentation of Attention Deficit Hyperactivity Disorder (ADHD)

In order to provide accommodations the Office of Disability Support Services must receive specific information from a **licensed professional** (licensed/certified psychologist, school psychologist from student’s current school district, psychiatrist, qualified medical specialist or licensed clinical social worker) with specialized training in evaluating people with ADHD who does not have a personal relationship the student.

Student’s Name (print)

1) Diagnosis/impairment DSM/5:

314.01 (F90.2) Combined presentation

314.00 (F90.0) Predominantly inattentive presentation

314.01 (F90.1) Predominantly hyperactive/impulsive presentation

Level of severity

Mild

Moderate

Severe

In partial remission

Date of most recent assessment:

Date/time frame of initial diagnosis:

2) How did you arrive at this diagnosis?

****Please attach relevant documentation****

Pyscho-educational testing Date(s):

Neuro-psychological testing Date(s):

Behavioral rating scales: Date(s):

Interview

Medical Evaluation

Educational History:

IEP, 504, private school accommodation plans, transition plans

(each are helpful but do not take place of professional evaluation)



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3) Medications: list medication, dosage, side-effects

4) Other co-existing conditions:

Conditions	Impact on academic performance

5) Past accommodations that were helpful:

6) Accommodations recommended in higher education setting:

*** Must be completed by a qualified licensed professional***

Date

Printed Name and Title of Licensed Professional

Signature of Licensed Professional

License Number

Address

Phone

Fax

Email