



University Documentation Guidelines for Attention Deficit Disorder

To ensure the provision of reasonable and appropriate accommodations, students requesting services must provide current documentation of the disability. This documentation should provide information regarding the onset, longevity, and severity of symptoms; as well as the specifics describing how it has interfered with educational achievement. Therefore, individualized assessments of current cognitive processing and educational achievement are necessary. The following questionnaire should facilitate this information gathering. Appropriate services will be determined from the specific information provided.

RELEASE OF INFORMATION

I, _____, hereby authorize the release of the following information to _____ at Butler University for the purpose of determining my eligibility for educational accommodation.

Date _____ Student's Signature _____

Diagnostic code (ICD or DSM IV): _____

Level of Severity: _____

Date of Diagnosis: _____

Date of last visit: _____

Please check the appropriate diagnostic criteria for AD/HD

A. Either (1) or (2)

_____ (1) Inattention

- _____ a) often fails to give close attention to details or makes careless mistakes in schoolwork, work, or other activities
- _____ b) often has difficulty sustaining attention in tasks or play activities
- _____ c) often does not seem to listen when spoken to directly
- _____ d) often does not follow through on instructions and fails to finish schoolwork, chores, or duties in the workplace (not due to oppositional behavior or failure to understand instructions)
- _____ e) often has difficulty organizing tasks and activities
- _____ f) often avoids, dislikes, or is reluctant to engage in tasks that require sustained mental effort
- _____ g) often loses things necessary for tasks or activities
- _____ h) is often easily distracted by extraneous stimuli
- _____ i) is often forgetful in daily activities

- _____ (2) Hyperactivity-Impulsivity
- _____ a) often fidgets with hands or feet or squirms in seat
 - _____ b) often leaves seat in classroom or in other situations in which remaining seated is expected
 - _____ c) often runs about or climbs excessively in situations in which it is inappropriate (in adolescents or adults, may be limited to subjective feelings of restlessness)
 - _____ d) often has difficult playing or engaging in leisure activities quietly
 - _____ e) is often "on the go" or often acts as if "driven by a motor"
 - _____ f) often talks excessively
 - _____ g) often blurts out answers before questions have been completed
 - _____ h) often has difficulty awaiting turn
 - _____ i) often interrupts or intrudes on others
- _____ B. Some hyperactive-impulsive or inattentive symptoms that caused impairment were present before age 7 years.
- _____ C. Some impairment from the symptoms is present in two or more settings.
- _____ D. There must be clear evidence of clinically significant impairment in social, academic, or occupational functioning.
- _____ E. The symptoms do not occur exclusively during the course of a Pervasive Developmental Disorder, Schizophrenia, or other Psychotic Disorder, and are not better accounted for by another mental disorder.

Was medication prescribed? _____

Amount and frequency of administration: _____

Frequency of monitoring: _____

Response to medication: _____

How will refills be obtained? _____

Is there any indication that this student may have an additional diagnosis like depression, anxiety, etc.?

Have you recommended any type of therapy? _____

Please include and attach any information you have on learning disability testing, intellectual functioning, and/or academic problems, which you feel we should know in order to assist this student.

Thank you for your help in providing this information so that we may begin considering services as soon as possible. Please return this form to the address below.

Provider's Name _____ Phone _____

Address _____

Signature _____ Date _____

Available in alternative format upon request.

.....
Guidelines for Documenting ADD
Revised March 1998

136 Jordan Hall, 4600 Sunset Avenue, Indianapolis, IN 46208-3485
 Voice/TTY: (317) 940-6379 · Fax: 317-940-9036