

# Guidelines for Documenting a Psychological Disability including ADHD\*\*

## Policy

Clover Park Technical College is committed to compliance with all applicable state and federal laws and regulations regarding the provision of accommodations needed to provide equal access to qualified individuals with disabilities. Final determination as to the appropriateness of an accommodation in the College setting is evaluated on a case-by-case basis by the Disability Resources for Students Office. Disability related information will be treated in a confidential manner in accordance with federal and state regulations. Documentation of disability and related information will be kept in a separate file in the Disability Resources for Students Office.

## Procedure

A student is responsible for providing documentation that supports his/her request for accommodation. It is important that the documentation indicates the student has a disability as defined by federal laws and regulations and that the documentation supports the individual's request for accommodation. The following documentation guidelines are provided in the interest of ensuring that documentation of a Psychological Disability or ADHD demonstrates a significant impact on a major life activity and supports the individual's request for accommodation.

- An evaluation should be conducted by a qualified professional who is licensed and/or otherwise properly credentialed to diagnose and treat the psychological condition as a part of the scope of their practice. The name, title, and professional credentials of the evaluator, should be clearly stated in the documentation. All reports should be on letterhead, dated, signed, and otherwise legible. NOTE: The qualified professional should not be a family relation.
- The documentation should include a diagnosis of the psychological condition with a description of the current functional impact/symptoms you are experiencing, including any side effects from medication. A student may need to submit additional information if current impact cannot be ascertained from the documentation presented.

- Given psychological conditions can be temporary or chronic and have varying, as well as changing impacts even when chronic, the qualified professional should provide a statement of expected duration of the functional impact/symptoms of the psychological condition and if applicable, side effects from the medication. If the psychological condition is chronic with a stable presentation of impact/symptoms this should be noted. Otherwise, the qualified professional should provide both the anticipated duration and an assessment of when they believe a re-evaluation would be appropriate.
- Suggestions of academic adjustments and/or auxiliary aids with supporting evidence may be included. The final determination regarding the provision of appropriate academic adjustments and auxiliary aids rests with the CPTC Disability Resources for Students Office.

## **What to do if your existing documentation may not meet the above guidelines or you do not have documentation?**

Students who believe their existing documentation may not be sufficient are encouraged to submit what they have to the Disability Resources for Students Office for review by the Disability Resources Coordinator. It might be the case that the documentation is sufficient. In the event additional information needs to be obtained from the diagnostician, the Disability Resources Coordinator can explain to the student what additional information is needed so that the student can return to the diagnostician to obtain the additional information. Depending on the information in the existing documentation, provisional accommodations may be established for a student while the additional documentation is being sought. Students who do not have documentation are also encouraged to meet with the Disability Resources Coordinator to discuss the access barriers they are encountering and obtain information and resources on how to proceed with obtaining documentation and learn of available campus resources that could be of assistance with or without documentation of the disability.

***\*\* These guidelines are not meant to be used exclusively or as a replacement for direct communication with the Disability Resources for Students Office regarding the individual nature of a disability. While submitted documentation meeting the above guidelines may be acceptable to Clover Park Technical College it is important to be mindful that they may/may not meet the documentation guidelines required in other academic or testing organizations (e.g., special certifications, Board examinations, standardized tests for admission to other institutions of higher education).***