**Guidelines for Documentation of Attention Disabilities**

Healthcare providers should submit questions or documentation to Jackie Schneider.

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Students who are seeking support services based on an attention disability will be required to submit documentation for eligibility determination. Documentation of disability and related information will be kept in a separate file in the Student Access Office. The cost responsibility for providing this documentation is the student’s responsibility.

Documentation must be prepared by a professional who is qualified to diagnose attention disorders and have comprehensive training in differential diagnoses and treatment of adults with ADHD/ADD disabilities, which would include a licensed neuropsychologist or psychologist, clinical or educational psychologist, relevantly trained medical doctors or other appropriately qualified professional.

Documentation must include the following:

* A comprehensive clinical summary of objective historical information gathered from collateral sources such as transcripts, report cards, teacher comments, tutoring evaluations, psycho-educational testing, medical history, employment history, family history and third-party interviews when available.
* Alternative or differential diagnoses should be explored and ruled out. Documentation should include relevant testing information when possible to support the diagnosis.
* A description of the current functional limitations of the disability with specific barriers to the education environment.
* Information on prescribed medication and side effects.

Suggestions of academic adjustments and/or auxiliary aids with supporting evidence may be included; however, the final determination for providing appropriate academic adjustments and auxiliary aids rests with the Access Center. ***Documentation must be dated and signed by a qualified and licensed professional with contact and licensure information.*** Documentation older than 2 years of submission will not be accepted.

Disability and medical information is confidential and is not shared except where disclosure is required by law or is necessary to facilitate legitimate University processes, including granting appropriate accommodations, addressing direct threats, or investigating claims or charges.