

Office of Educational Accessibility Old Dominion University

Guidelines for Documentation *Medical, Psychological, ADHD*

Old Dominion University students seeking academic accommodations are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act. All documentation is confidential and is never considered a part of the academic transcript. The following guidelines are provided in the interest of identifying evaluation reports appropriate to document eligibility. Students with the appropriate documentation may receive accommodations. If you have questions regarding any of these guidelines, please contact the office. *The documentation guidelines are as follows:*

- Reports should be on letterhead, typed, dated, signed and otherwise legible.
- Name, title, and professional credentials of the evaluator as well as the area of specialization, employment, and state/province in which the individual practices should be clearly stated in the documentation.
- The evaluator should have training and experience with adolescent/adult populations (evaluators include clinical psychologists, neuropsychologists, psychiatrists, other relevantly trained medical doctors, a clinical team approach to diagnosis may also be appropriate)
- Identify the type of disability (i.e. the diagnosis)
- A description of the symptoms
- A statement of functional limitations of the impairment(s)
- A summary of the assessment procedures and/or evaluation instruments that were used to make the diagnosis
- Information about current medication(s) used to treat the disability.
- Possible side effects of any prescribed medication.
- Suggested recommendations for effective and reasonable accommodations.

Documentation will be reviewed by qualified Educational Accessibility staff members and accommodations determined on a case-by-case basis during an interactive meeting with the student.

Documentation should be submitted through OEA's secure *Registration for Services* form, available on our website, or sent to the office via email with the student's contact information.