ADD/ADHD DOCUMENTATION GUIDELINES

Student Information
To be completed by the student

Name: ___________________________ Student ID: ___________________________

Email: ___________________________ Phone: ___________________________

To the student: These guidelines will help you understand the documentation requirements for establishing a disability related to ADD/ADHD. To be eligible for accommodations related to ADD/ADHD it is necessary to establish impairments in attention that result in limitation/s in a major life activity. It is also necessary to show how accommodations have helped compensate for the limitation/s or why they are needed now.

A report from a qualified professional who is familiar with you and has expertise in evaluating and diagnosing ADD/ADHD will be needed. Because the impact of ADD/ADHD is not always obvious and the symptoms related are variable, it is important to show how ADD/ADHD has impacted your life. A statement regarding the diagnosis is not necessarily enough for Student Accessibility Services (SAS) to reach a decision about your eligibility and need for accommodations. Generally speaking, recent information is the most relevant in determining what accommodations you may need now.

While not necessary to establish the presence of ADD/ADHD, psycho-educational evaluations are very useful in establishing how an individual’s ADD/ADHD impacts learning and performance in an academic setting. You may submit prior evaluations or medical reports, verification of accommodations from undergraduate institutions and on the LSAT, and any other information you believe will help SAS understand your limitations and need for accommodation. You are encouraged to submit all documentation that you believe is relevant as soon as possible to expedite your request for accommodation.

You should submit your documentation to SAS in the Office of Student Affairs at Loyola Law School (LLS) along with your application. After all your documentation has been submitted, you will be contacted by SAS regarding the results of your documentation review. SAS will make every effort to respond to your request within 15 business days once you have provided all your documentation.

We recommend that you read and provide a copy of the following ADD/ADHD Documentation Guidelines to the professional who most recently evaluated you. Please be advised that the documentation requirements for state bar examinations may differ from those required by LLS. You should consult the state bar if you have questions about their accommodation documentation requirements. For all other questions, you may call SAS at (213) 736-8151.

I have read and understood the information provided above.

Signature: ___________________________ Date: ___________________________

Loyola Law School
Student Accessibility Services
Office of Student Affairs
919 Albany Street
Los Angeles, CA 90015
(213) 736-8151
(213) 386-1826
accessibility@lls.edu

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Licensed Professional Information

To be completed by the Licensed Professional

Name and Title of Licensed Professional: ________________________________

License Certification Number (Describe credentials): _______________________

Business Address: ______________________________________________________

Telephone Number: _____________________________________________________

Signature: ________________________________ Date: _________________________

To the Licensed Professional: Based on ADD/ADHD, your patient is requesting services through Loyola Law School’s Student Accessibility Services (SAS) in the Office of Student Affairs. To be eligible for services, the student must show that impairments caused by ADD/ADHD result in limitation/s in a major life activity.

Students with ADD/ADHD do not present the same clinical picture, and the nature and severity of symptoms can vary considerably from person to person. Furthermore, a number of other factors can affect attention as well. For these reasons, a differential diagnosis and description of the student’s current limitation should be included.

A statement of the diagnosis, prescription notes, and brief letters generally do not provide enough information to establish a disability and are not sufficient in determining accommodations. Recommendations are most helpful if they are directly supported by objective information from your evaluation procedures and/or your patient’s history of limitation.

To assist this student, we ask that you respond to each of the four points below in a typed narrative report, signed and on letterhead. Complete documentation will enable the Law School to provide appropriate accommodation to the student in a timely manner.

1. A developmental history which includes a student’s behavior and learning history, prior treatment, and need for accommodations in elementary, secondary, and post-secondary education. A developmental, medical, psychosocial, and family history as it relates to the student’s current level of functioning should be included. Because self-report can be inaccurate, other sources of information are encouraged, including a description of how you arrived at the diagnosis.

2. A DSM-V or ICD-10 diagnosis that includes past and present symptoms that support the diagnosis.
3. A clinical summary based on your comprehensive evaluation. The summary should include:

   a. Consideration of other alternative explanations for academic problems.

   b. An objective description of limitations in learning or other major life activities that are
   the direct result of ADD/ADHD.

   c. Recommendations for appropriate accommodations at the Law School that are based on
   this student’s history and demonstrated current limitations.

4. Psychological testing may not be necessary in establishing the presence of ADD/ADHD;
however, it can be very helpful in demonstrating the impact of a student’s attention deficits for
the purpose of educational planning. If psychological testing is submitted, we recommend that an
evaluation of ability, executive function (memory, sustained attention, decision making, etc.), and
academic fluency and achievement be included. Accompanying reports should include the
information suggested above in the items numbered 1 through 3.

Thank you for your time in helping this student. Additionally, please feel free to add any verifying
documentation from your files. If you have questions, please call SAS at (213) 736-8151.