



Office of Learning Support & Disability Services AD/HD Documentation Guidelines

Students requesting services from the Division of Learning Services are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. The following guidelines were established to ensure that all documentation is complete and accurate. The Learning Services Coordinator reserves the right to determine eligibility and reasonable accommodations based on the quality, recentness, and completeness of the documentation provided. All documentation is kept confidential and must include the following information:

- A **complete report** conducted by a professional who is certified/licensed to diagnose attention deficit/hyperactivity disorder within the last three years. The evaluator's name, title, and professional credentials and affiliation must be provided. The evaluation must include:
 - A description of the evaluation(s) administered as well as observations and evaluation results.
 - A statement indicating diagnosis of attention deficit/hyperactivity disorder. Diagnoses based on the Diagnostic and Statistical Manual — Fourth Edition (DSM-IV) are preferred.
 - A narrative indicating the current status and impact of the attention deficit/hyperactivity disorder in an academic setting. The evaluation can be no more than 3 years old.

PLEASE NOTE: While IEPs are often helpful in informing Learning Services of accommodations useful in high school, they are not appropriate documentation of disability in themselves. Students may want to ask their high schools to give them all testing used to create their most recent IEPs.

Submit all materials to:
Louisburg College
Learning Services Division
501 North Main Street
Louisburg, NC 27549
Fax: (919) 496-6733 Telephone: (919) 497-3236