

Accessibility Resource Office (ARO)
ADD/ADHD Documentation Requirements

For ADD/ADHD, the documentation must be:

- Dated within the last year.
- On office letterhead, typed and signed by a licensed mental health or medical professional in the area for which the diagnosis is made.
- The documentation for ADD/ADHD must be mailed or faxed from the medical professional office with a cover sheet directed to the Accessibility Resource Office (“**Attention – ARO**” at **636-789-5711**)
- **Documentation will not be accepted in any form from the student.**

The documentation must provide:

- Specific diagnosis of ADHD or ADD
- Date of the evaluation
- Method of evaluation or examination
- How the disability would affect the student in an academic setting
- Any possible limiting or negative effects of medication on behavior or cognitive abilities
- Recommendations and the rationale for each accommodation

Note: The Accessibility Resource Office Coordinator and/or the Accommodations Committee reserve the right to request additional documentation.

All questions should be addressed to aro@jeffco.edu or 636-481-3158.