

DISABILITY SERVICES

DOCUMENTATION GUIDELINES

Appropriate documentation is required to be on file with Disability Services to establish and maintain academic accommodations.

- Information may be typed or printed on official letterhead; it must be signed by a licensed professional who is qualified to make the diagnosis.
- Documentation should clearly identify the diagnosis.
- The best quality documentation includes a clinical narrative describing the functional impact of the diagnosis on the individual.

Learning Disabilities – Psychoeducational evaluation current within 5 years.

Diagnosis provided by: School Psychologist, Psychologist, Neuropsychologist

Attention Deficit/Hyperactivity Disorder – Psychological evaluation current within 3 years.

Diagnosis provided by: Clinical Social Worker, Neuropsychologist, Psychologist, Psychiatrist

Other Psychological/Neurological/Medical Disabilities – Appropriate evaluation current within 6 months.

Diagnosis provided by: Clinical Social Worker, Psychologist, Psychiatrist, Physician, Nurse Practitioner

- Documentation includes a description of the diagnostic criteria, evaluation methods, procedures, tests, and dates of administration, as well as, observation, and specific results.
- Documentation describes the expected progression or stability of the disability.
- Documentation describes current and past accommodations, support services, auxiliary aids, assistive devices and/or medications.
- Documentation includes recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

Additional information may be requested at the Coordinator's discretion.

Please direct questions or send documentation to:

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