

Documentation Guidelines

Below are some guidelines for the typical types of documentation you will be asked to provide in support of your request for accommodations. If you do not have the kind of documentation that is specified, or have documentation that is older than the time frame specified, but can provide other evidence that can validate that you have a documented disability, then you should still contact the co-coordinator of disability services to discuss your needs and determine what might be possible.

Medical and Long Term Disabilities

Documentation should be appropriate to the nature of the disability. The documentation must be provided by a physician or other appropriate professional who specializes in the area of the physical disability. A permanent medical disability (i.e. visual impairment) can be supported by documentation that is up to 5 years old. All other documentation must ideally be no more than 3 years old and include:

- Identification of the specific disability and functional limitation(s)
- Recommendations for specific accommodation(s) that must link the accommodation(s) requested to the functional limitation(s)

Mental Health Disorders

Documentation should be no more than one year old to ensure currency of information. It must be provided by a licensed clinical psychologist or psychiatrist or other professional who specializes in psychological disabilities and include:

- Identification of the specific disability
- Presenting symptoms and how they impact the student academically (functional limitations)
- Prognosis—Include treatment information if medications prescribed could impact the student's academic functioning
- Recommendations for specific accommodation(s) that must link the accommodation(s) requested to the functional limitation(s)

Attention Deficit Disorders (ADD) Attention Deficit/Hyperactivity Disorders (ADHD)

Documentation can be in the form of a psycho-educational report from a licensed psychologist (or other qualified professional) or it may be in the form of a letter prepared by a licensed professional who has had the specific

training to make differential mental diagnoses (psychiatrists, psychologists, neurologists, etc.). Documentation should ideally be no more than three years old to ensure currency of information. If submitting a letter from a physician it must include:

- Identification of the specific disability
- Presenting symptoms and how they impact the student academically (functional limitations)
- Prognosis—Include treatment information if medications prescribed could impact the student's academic functioning

Recommendations for specific accommodation(s) that must link the accommodation(s) requested to the functional limitation(s)

Other Learning Disabilities

Documentation should be provided by a licensed psychologist or neuropsychologist and ideally be no more than three years old to ensure currency of information and include:

- Identification of specific disability and functional limitations
- Recommendations for specific accommodation(s) that must link the accommodation(s) requested to the functional limitation(s)

Any other issue or special circumstance that might present a barrier to the student's learning and access to learning opportunities

An appointment should be made with the coordinator of disability services to determine whether we can offer accommodations on the basis of prior history or other kinds of evidence.