

Documentation Requirements

This section describes the documentation required to verify a disability and determine appropriate accommodations. Documentation is reviewed on an individual, case-by-case basis in accordance with applicable federal law, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

It is the student's responsibility to provide information that verifies their condition meets the legal definition of a disability. Federal law requires that requests for services be reviewed on an individual basis.

Sources of information used to determine eligibility and accommodations may include direct observation, interaction during the intake appointment, and documentation from qualified professionals.

1. Application or Request for Services

Students must complete the online Application or Request for Services. This form allows students to describe their disability and request accommodations.

Students are encouraged to include:

- Information about their disability-related experiences
- Barriers they have encountered
- Previous accommodations, including those that were effective or ineffective

This information may be provided through the application and/or discussed during the intake appointment with Office of Accessibility and Accommodations staff.

2. Disability Documentation Requirements

Documentation must provide sufficient information regarding the functional impact of the disability so that appropriate accommodations can be identified.

Documentation requirements may vary depending on the disability type. Acceptable documentation may include assessments, reports, or letters from qualified professionals, evaluators, or institutions.

a. Common Sources of Documentation

Common sources include:

- Health care providers
- Psychologists

- Diagnosticians
- Secondary school records, such as:
 - Full and Individual Evaluation (FIE)
 - Comprehensive Individual Assessment (CIA)
 - Other Health Impairment (OHI) documentation
 - Supplemental educational documentation

b. Documentation Standards

Documentation should be:

- Current (generally within the last three years)
- Typed on official letterhead
- Dated and signed by a qualified professional

Documentation should also include:

- Diagnostic statement and diagnostic methodology
- Description of functional limitations or symptoms
- Severity and expected progression of the condition
- Current medications, including effects or side effects that impact functioning

Functional limitations help determine appropriate accommodations within an academic setting.

3. Additional Resources

- Documentation guidelines are available in Appendices A through I.
- A Disability Verification Form may be available for certain conditions to assist in providing appropriate or updated information.