Documentation Guidelines

The Office of Disability Services asks that individuals requesting services (accommodations and/or access) to complete the Self-Disclosure and Request for Services Form. Please include a description of your disability, the disability’s likely impact on your educational experiences and the successful use of accommodations.

Supporting documentation can include medical records, psycho-educational testing, school records that specify the impact the disability has on physical, perceptual, cognitive, and behavioral activities, and/or past records of accommodations and services.

Documentation is valuable in the process of providing accommodations and/or access to the educational environment. Current documentation can support the impact of the condition(s) over time in a variety of environments.

Helpful Supporting Documentation Includes:

- **The credentials of the diagnosing professional(s).**
  Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided. Please have typed on letterhead with signature and contact information.

- **A diagnostic statement identifying the disability.**
  Documentation should include a clear diagnostic statement. While diagnostic codes from the Diagnostic and Statistical Manual of Mental Disorders (DSM) or the International Classification of Functioning, Disability, and Health (ICF) of the World Health Organization are helpful, a full clinical description may also convey the necessary information.

- **A description of the diagnostic criteria and/or diagnostic tests used.**
  Diagnostic methods used should be congruent with the disability and current professional practices within the field.

- **A description of the current functional impact of the disability.**
  Supporting documentation that includes detailed information on the impact of the disability on current level of functioning will assist in providing appropriate accommodations.

- **Accommodations, assistive devices and /or services currently in use or successful in the past.**