General Guidelines for Documentation for Employees with a Disability

In order to fully evaluate requests for accommodations or auxiliary aids, the University of Delaware will need documentation of the disability that consists of an evaluation by an appropriate professional and describes the current impact of the disability as it relates to the request for accommodations.

All contact information and documentation received is kept in a separate, private file within the Office of Disability Support Services (DSS). No information concerning inquiries about accommodations or the documentation will be released/discussed without written consent from the individual requesting accommodation(s).

Documentation is used to evaluate requests for accommodations or auxiliary aids. The evaluation process includes a review of the documentation and how a request for accommodations interfaces with the essential functions of the individual’s job.

The evaluation process will generate a list of potentially reasonable accommodations that are reviewed with the requester and their supervisor, as needed, based upon potential effectiveness, preferences of the requester, maximum level of integration and the potential for undue financial or administrative burden.

Documentation serves as the foundation of an employee's request for appropriate accommodation. AS APPROPRIATE, DOCUMENTATION SHOULD INCLUDE:

- A completed intake form with a clear statement of the disability, including diagnosis and prognosis.
- Up-to-date documentation for eligibility — the age of acceptable documentation depends on the disabling condition, the current status of the employee, and the employee's request for accommodations.
- A summary of evaluation procedures as well as diagnostic test/evaluation results used to make the diagnosis.
- A statement describing the functional impact or limitations of the disability.
- An explanation of the recommended accommodation and its relevance to the disability.
- Dates of the initial meeting and the most recent meeting between the employee and medical professionals.
- The credentials of the evaluating professional(s) including certification, licensure and/or the professional training of the individuals conducting the evaluation should be provided.

The guidelines are designed to assist you in working with your treating professional(s) to prepare the information needed to evaluate your request. If, after reading these guidelines, you have any questions, please call the DSS Office at (302) 831-4643, by Fax at 831-3261, by TDD at 831-4563 or e-mail DSSoffice@udel.edu