Documentation Guidelines

To fully evaluate requests for accommodations, the Office of Disability Support Services will need to receive information from both the student and an appropriate, licensed professional, with specialized training in evaluating the specific disability, documenting the presence of a disability, and the current impact of the disability on functioning. All determinations of eligibility for reasonable accommodations are made on a case-by-case basis.

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. This information is released/discussed on a need-to-know basis and is subject to FERPA.

Information received directly from the student should include:
- The impact the presence of a disability has upon current functioning
- The requested accommodations related to this impact
- Any previous accommodations or evaluations given relating to the disability

Completing the student intake form available on our website or our office may satisfy this requirement.

Information received from an appropriate, licensed professional who does not have a personal relationship with the student should include:
- Diagnosis of the current disability
- Current symptoms experienced as a result of the disability
- Relevant history of the disability
- Impact of the disability on learning or functioning as a college student
- Any additional circumstances or conditions that may be impacting current functioning

Completing the appropriate certification form available on our website or our office may satisfy this requirement.

Copies of any psycho-educational evaluations, previous IEP, 504, or private school accommodation plans, transition plans, or medical evaluations should also be submitted when available.