

Guidelines for Documentation of a Physical Disability/Other Medical Condition (Not AD/HD or a Psychological Disability)

I. Submit an official notice of testing accommodations granted for each standardized test you have taken with accommodations; SAT, ACT, LSAT.

II. Submit a letter documenting provision of accommodations at any secondary institutions.

III. Submit a report from a health care practitioner who can provide a diagnosis, usually a Licensed Physician with expertise in the area of disability such as a Neurologist, Cardiologist, etc.

1. The report should include a medical diagnosis.
2. If the physical disability or other medical condition is stable, then the original diagnosis along with recent documentation of the current impact of the condition is needed. If the physical condition is unstable, it is best to provide documentation that is as close as possible to the date that accommodations are requested, usually within the last six months.
3. Include a narrative description of onset, history, and prognosis of diagnosis and symptoms. Include information about current functioning and expected progression of the disability. If applicable, a description of treatment and medication should also be included along with possible side effects and any special considerations.
4. Include a narrative description of current functional limitations on major life activities as a result of disability. Deficits may include, but are not limited to: Walking, sitting, concentration, and memory.
5. Provide evidence to support the functional limitations statement described above. This may include, but is not limited to: teacher observation(s), clinical observation/interview, Physical Therapy report, Occupational Therapy report
6. Describe recommended accommodations, directly related to functional limitations described above.
7. Describe recommended services, strategies, and/or suggestions for adaptive equipment and assistive technology, if applicable.

Information provided to document the presence of a disability may be insufficient to determine the most appropriate accommodations required to eliminate barriers caused by the disability. Additional information may be requested that will better assist us in determining the best approach to meeting your accommodation requests. Information requested may include a Psycho-educational Evaluation including standardized measures of aptitude (intellectual functioning) and academic functioning in reading and writing. You will be notified, in writing, if additional information is required.