



Documentation Guidelines

What Constitutes Appropriate Documentation of a Disability?

Attention-Deficit/Hyperactivity Disorder (ADHD)		
Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead AND <input type="checkbox"/> Not more than three years old	<input type="checkbox"/> Psychiatrist OR <input type="checkbox"/> Medical doctor OR <input type="checkbox"/> Psychologist who specializes in the diagnosis of ADHD	<input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Summary of history and diagnosis AND <input type="checkbox"/> Current functional limitations AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.
Emotional/Mental Health		
Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead AND <input type="checkbox"/> Not more than 6 months old	<input type="checkbox"/> Certifying professional who specializes in the diagnosis of this disability	<input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Summary of history and diagnosis AND <input type="checkbox"/> Current functional limitations AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.
Physical/Chronic Health Disability		
Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead	<input type="checkbox"/> Qualified professional	<input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Summary of history and diagnosis AND <input type="checkbox"/> Current functional limitations AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.
Auditory/Hearing		
Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead	<input type="checkbox"/> Qualified professional	<input type="checkbox"/> Information about the extent of the hearing loss AND <input type="checkbox"/> Prescribed adaptive equipment (hearing aids, FM system, etc.) AND <input type="checkbox"/> The audiogram.
Visual Impairment		
Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead	<input type="checkbox"/> Qualified professional	<input type="checkbox"/> Information about correctable visual acuity AND <input type="checkbox"/> Interpretation of examination results AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.
Learning and Other Cognitive Disabilities		
Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead AND <input type="checkbox"/> Not older than 5 years unless conducted after the student's 17 th birthday	<input type="checkbox"/> Qualified professional	<input type="checkbox"/> Full diagnostic assessment AND <input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Current functional limitations AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.

Note: An IEP may not be sufficient documentation and a 504 plan is NOT accepted as appropriate documentation.