

# DISABILITY DOCUMENTATION GUIDELINES

Accessibility Services is an integral part of Southeast Technical College and is committed to ensuring students with disabilities will not be discriminated against in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment of 2008. As part of ensuring equal access in the provision of accommodations, documentation verifying the presence of a current disability, as defined by the laws above, is required.

Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards, and it must clearly show the need for each requested accommodation. Sources of information used to determine a student's disability and/or accommodations may include student's self-report, direct interaction with the student and/or third-party documentation from qualified evaluators or professionals. The Accessibility Services Office will review all documentation and accommodation requests on an individualized, case-by-case basis. All relevant information will be considered.

Third-party documentation is requested to provide information on the impact of the condition to determine appropriate accommodations. Documentation must be from a qualified professional who is licensed or certified to diagnose the disability in question. All tests used to document eligibility must be technically sound and standardized, and all documentation should be recent enough to reflect the student's current level of functioning. Common sources of documentation are health care providers, psychologists, therapists, diagnosticians, mobility specialists, vocational rehabilitation counselors and/or information from a previous school (e.g., accommodation plan, 504, IEP, Summary of Progress, accommodation letters, etc.).

## **Documentation must contain the following:**

- The credentials of the evaluator must be included. Submitted documentation should be produced by a licensed professional with appropriate and comprehensive training, relevant work experience, and no personal relationship with the individual being evaluated.
- A specific diagnostic statement that identifies the disability must be included, as follows: a clearly stated diagnosis, diagnostic codes, severity of diagnosis and date of current diagnostic evaluation.
- Specific findings that support this diagnosis including relevant history, tests administered, test results and interpretation of those test results must be included.
- Length of condition(s) and expected duration, as well as anticipated prognosis (if applicable) and a current treatment plan (if relevant to accommodation planning), must be included.
- Information concerning the impact of disability in the educational setting including a description of the physical, emotional, psychological and/or cognitive functional limitations due to the disability must be included. The documentation should be thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of severity, frequency and pervasiveness of the condition.
- Medication(s) being used and their side effects should be included.
- Recommended accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services to address the functional impact(s) of the disability must be included.
- The documentation must be on letterhead, and it must be dated, signed by the professional and should include the evaluator's name, address, telephone number and professional credentials.

Please share this document with your provider as guidance for writing a statement or summary of your disability and need for accommodations. A statement or summary that includes the information outlined in these guidelines is helpful in determining your individualized accommodation plan.

If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, Accessibility Services may, at its discretion, require additional documentation. The student is responsible for any costs related to obtaining additional documentation.

If you or your provider have questions about these documentation guidelines, please contact:

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Accessibility Services Coordinator

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