Elements of Quality Documentation

The documentation must include the name, title, credentials, state and license number of the professional. All letters must be typed on letterhead, signed, and dated. The documentation should contain the following components:

- Diagnosis for which the accommodations are requested and a description of the methodology used
- Previous history and prognosis of the disability
- Description of the current functional limitations and explanation of how the diagnosis substantially limits a major life activity
- The severity of the condition
- An explanation of past services and accommodations
- Recommendations and rationale as to why the accommodations are requested.

Medical records, office visit summaries, hospital discharge papers, IEP’s, and 504 Plans are not acceptable as stand alone documentation. These will be considered supplemental.

In order to provide accommodations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADAAA, the Office of Disability Services recommends that students discuss their individual situation and provide a history of the impact of the disorder and accommodations. Depending on each situation, some students will be asked to provide supplemental documentation of their disability. The supplemental report must come from a professional who is qualified to make a diagnosis, to discuss the impact of the disorder, and to recommend appropriate accommodations. The professional must not be a relative.