

Documentation Requirements

All documentation submitted must be current, within the past three years, and from a licensed professional who is an expert in the field of the disability, impartial, and not related to the student. All professionals must include their license number, signature, and date on the documentation, whether an evaluation or letter on official letterhead.

Examples of licensed professionals (as appropriate): clinical or educational psychologist, psychiatrist, neuro-psychiatrist, licensed mental health counselor, treating physician, orthopedic specialist, audiologist, otologist, speech pathologist, ophthalmologist, optometrist, maternal neonatal specialist, etc.

Please note: While Individualized Education Plans (IEPs) and 504 plans can be helpful in determining accommodations, they cannot be used as primary documentation.

Learning Disabilities

Documentation must be a *complete psychoeducational battery of tests*, which includes:

- Aptitude
- Achievement
- Information on processing
- Social-Emotional
- Clinical Summary
- Clearly stated Diagnosis of a **specific** learning disability in reading, math, or written language based on current DSM criteria
- Recommendations for accommodations

Psychiatric Disabilities

Documentation must be on *official letterhead*, which includes:

- Clearly stated diagnosis based on current DSM criteria
- A statement as to the effect of the disability on the student's performance
- Recommendations for accommodation

Attention Deficit / Hyperactivity Disorder (AD/HD)

Documentation must be *either a current comprehensive evaluation or on official letterhead*, which includes:

- Clearly stated diagnosis based on current DSM criteria
- Criteria/Diagnostic materials used to reach diagnosis
- Clinical Summary, including the effect of the disability on the student's performance
- Recommendations for accommodations

Sensory, Physical, Health Conditions, including Pregnancy-Related Conditions

Documentation *must be on official letter head*, which includes:

- Clearly stated diagnosis
- Visual Acuity Report (as appropriate)
- Letter of explanation
- Audiogram (as appropriate)
- A statement as to the effect of the disability upon the student's performance or barrier presented by the disability
- Recommendations for accommodations

Please note: Temporary medical issues and hospitalization require additional documentation, including the time frame of needed accommodations.

Traumatic Brain Injury (TBI)

Documentation must be a *comprehensive evaluation report or on official letterhead*, which includes:

- Clear statement of head injury or traumatic brain injury
- A statement as to the effect of the TBI upon the student's performance or current functional limitations
- Current letter/report (post-rehab 1 year)
- Recommendations for accommodations