



College of the Mainland

SERVICES FOR STUDENTS WITH DISABILITIES

Guidelines for Documentation

In order to seek academic accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students with disabilities should register with the office of Services for Students with Disabilities (SSD). Academic accommodations and adjustments are provided to students whose documentation provides evidence of a “substantially limiting” disability as defined by federal legislation. In accordance with these laws, our office is required to have appropriate documentation on file in order to provide the requested academic accommodations or adjustments.

In order for College of the Mainland to provide the appropriate accommodations for a student with a disability, we rely on appropriately trained evaluators to provide documentation as to the presence and severity of the disability itself. We find that these guidelines provide the detailed information necessary to assess the appropriateness of the student’s request for academic accommodations. Given that the manifestations of a disability may change over time, the evaluation must reflect the student’s *current status*.

The documentation must reflect the following:

1. A specific diagnosis (including level of severity).
2. The specific findings in support of this diagnosis including relevant history, observations of the individual, test administered, test results, and the interpretation of those results.
3. A description of the student’s functional limitations as they are directly related to the stated disability.
4. Specific recommendations for academic accommodations, including an explanation of why these specific accommodations are needed.
5. The evaluators name address, telephone number, and professional credential relevant to the diagnosis.
6. The documentation must be on letterhead, typed, dated and signed by a medical doctor or otherwise qualified person to make the diagnosis.

The following are general guidelines for documentation:

1. Individuals with psychological disabilities may present a letter from a licensed psychologist or psychiatrist with an explanation of the disorder and educational recommendations.
2. Individuals with sensory, physical, or other health impairments are required to provide written documentation in the form of medical reports or a letter from a medical doctor detailing the disability as well functional limitations.
3. Individuals with Attention Deficit Disorder may present a letter from a licensed psychologist, psychiatrist or medical doctor.
4. Individuals with learning disabilities may present a letter or report from a licensed psychologist, diagnostician, or other professional knowledgeable in learning disabilities. This document must clearly state the presence of a learning disability, and provide objective evidence of a substantial limitation to learning. A copy of a Comprehensive Individual Assessment from their high school diagnostician is also acceptable.

All documentation is reviewed on an individual basis and the student and service provider jointly agree upon accommodations for Students with Disabilities.