



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 of the presence and severity of the disability. 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 test results.
3. A description of the student’s functional limitations directly related to the stated disability.
4. Specific recommendations for academic accommodations, including an explanation of why these specific accommodations are needed.
5. The evaluator’s 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 person otherwise qualified to make the diagnosis.

The following are general guidelines for documentation:

1. Individuals with *psychological disabilities* may present a **typed letter on official letterhead** 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 **typed letter on official letterhead** from a medical doctor detailing the disability and functional limitations.
3. Individuals with *Attention Deficit Disorder* may present a **typed letter on official letterhead** from a licensed psychologist, psychiatrist or medical doctor.
4. Individuals with *learning disabilities* may present a **typed letter on official letterhead** 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 a 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. All documentation must be within three years. Please allow 48 hours (two business days) to process requests for accommodations.