

Guidelines for Documentation of a Disability

Students must provide written documentation that establishes that a disability currently exists. Disability documentation should include one or more of the following items listed below:

- Provide documentation of current disability. This information may be from the student's academic record, formal assessment tools to measure student performance and disability, or an education diagnostician or school psychologist who can provide current educational diagnostic evaluation information.
- Written by a licensed clinical or educational professional (s), whose familiar with the history of the disability. Reports must be on letterhead, dated and signed. Psychological disabilities should include DSM V diagnosis.
- Dyslexia and Learning Disabled documentation should include testing, sub scores, and discrepancy.
- Provide a basis for the accommodation being requested, as this is important to validate accommodation request because accommodations are individually determined.
- If present, document multiple disabilities and note primary disability. Provide any important information regarding how the disabilities may interact to approve request.
- If necessary, provide a list of medications along with possible side effects if it hinders academic learning.
- Documentation from Public Schools can include any of the following, but are not limited to: 504/ARD/IEP meeting minutes; FIE or testing done to qualify student's disability; any other available documentation