



## Documentation Standards

Documentation is confidential information from an appropriately certified professional who is knowledgeable about you and your condition. Such professionals include physicians, educational psychologists, psychiatrists, therapists, mobility specialists, and rehabilitation counselors. (This list is not exhaustive) Documentation is used to determine eligibility for accommodations. All documentation must be submitted in English.

Students are encouraged to request accommodations and to provide the required information as early as possible to allow sufficient time for consideration and planning. Students should also submit verification of prior eligibility for accommodations from educational institutions and testing agencies if available, such as an IEP or 504 Plan, approval of accommodations from ETS or ACT, and letter from their high school or previous college when relevant. Although these documents on their own are not sufficient to substantiate the current need for accommodations, they provide useful information about the student's educational history.

### Documentation must include the following components:

- Completed by a licensed or credentialed examiner (not a family member)
- A description of the disability, including the diagnosis and history
- A description of the current impact in daily living and in an educational setting
- A description of the expected duration, frequency, severity, and progression of the condition

### Examples of disability documentation include:

- Educational, psychological, or medical records;
- Reports and assessments created by healthcare providers, psychologists, or an educational system;
- Documents that reflect education and accommodation history, such as Audiology Reports and Vision Assessments;
- Statement from a health or other service professional;
- Vocational Assessment

**Please keep in mind:**

We may need to ask you to provide additional information if the submitted documentation is incomplete or does not support your accommodation request.

Because some accommodation needs can potentially change over time, individuals should try to submit updated information as conditions change in order to provide the most effective services and accommodations possible.