



**Guidelines for Documentation**

SSD cannot authorize any accommodation unless it is supported by documentation. Your documentation determines which accommodations you may be eligible to receive. In accordance with prevailing state and federal laws, this documentation must include each of the following:

- ❖ Statement of disability, including DSMIV diagnosis where appropriate.
- ❖ Statement of clearly defined limitations related to the disability. Note that these limitations must effect a major life activity as established by the ADA.
- ❖ Recommended accommodations appropriate to an educational setting.
- ❖ All documentation must be signed and dated by a clearly identified diagnostician on official letterhead; reports should include contact information for the individual providing the diagnosis.

Please note that once documentation is provided, requests for accommodation may require up to two weeks to be fully evaluated and processed. Here are some examples of certain disabilities and appropriate sources for documentation:

<b>DISABILITY</b>	<b>DIAGNOSTICIAN</b>
ADD, ADHD	Psychologist, Psychiatrist, Physician
Emotional Disability	Psychologist, Psychiatrist
Visual Impairment	Ophthalmologist
Hearing Disability	Certified Otologist, Audiologist
Learning Disability	Psychologist, Neuropsychologist, School Psychologist
Physical Disability (Other Medical)	Physician, Nurse Practitioner

Requests for documentation are initiated by the student with the appropriated diagnostician or agency. SSD does **not** request documentation on behalf of a student. Some agencies, such as Vocational Rehabilitation, may require a signed release form; this document should be sufficient for such instances. Complete the information below and sign where indicated.

Diagnostician/Agency: _____	
Contact Name: _____	Contact Phone #: _____
Student Name: _____	Student Phone #: _____
_____ <b>Student Signature</b>	_____ <b>Date</b>