DOCUMENTATION REQUIREMENTS
Learning Disabilities

Guidelines for Learning Disability Documentation

The following guidelines are provided for evaluators, physicians, medical professionals, students and family members to guide the process of submitting documentation to the Director of Accessibility Services at Elmira College. Our goal in providing these guidelines is to facilitate the review process for students with disabilities requesting accommodations.

- **Documentation submitted must reflect evaluation conducted within the past 3 years.**
- Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.
- Documentation must be printed on official letterhead and signed by the credentialed professional.
- A 504 Plan or Individualized Education Program (IEP) is not considered adequate documentation.
- Documentation must be submitted by a qualified practitioner who is not a family member of the student.
- Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.
- While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.
- Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations at Elmira College.
- Missing disability documentation information may result in a delay in reviewing a student’s request for accommodations.
Documentation Requirements Checklist

In order for the Office of Accessibility Services to determine eligibility for specific accommodations, documentation must include the following information:

Evidence of Existing Impairment

★ Statement of diagnosis (es) or impairment(s), as distinct from symptoms or behaviors. DSM-IVR code should be included as appropriate
★ Date(s) of current and all prior evaluation(s)
★ Discussion of co-morbid conditions, if appropriate

Presenting Issues

★ Reason for referral for evaluation
★ Information regarding the individual’s presenting issues (i.e., ongoing difficulties and behaviors) that significantly impact functioning in a postsecondary setting

Background History

★ Discussion of pertinent background information including developmental, medical, psychosocial, family, academic and employment histories.
★ Sources of background information (i.e., parent/spouse/partner interview; review of records, self report, etc.)
★ Discussion of any prior accommodations received (whether in high school, at another postsecondary institution, or place of employment)

Evaluation Protocol

★ Screening measures used
★ List of test instruments used (Instruments used must be age appropriate; adult norms are preferred)
★ Clinical intake and findings
★ Behavioral observations during evaluation

Discussion of Evaluation Results (reported as standard scores and/ or percentile scores)

★ Tests of intellectual functioning (including IQ scores and subtest scores, and discussion of strengths and functional limitations as a result of scores obtained)
★ Tests of information processing/ cognitive abilities (including speed of processing, cognitive efficiency, visual-auditory processing, perceptual-motor processing and so on; and discussion of strengths and functional limitations as a result of scores obtained)
★ Tests of executive functioning (including memory, concentration, attention, and discussion of strengths and functional limitations as a result of scores obtained)
★ Tests of language proficiency (including expressive-receptive language, speech, rapid naming ability, and discussion of strengths and functional limitations as a result of scores obtained.) Psycholinguistic evaluation if ability to learn a foreign language is impaired.
★ Tests of academic achievement (including reading, writing, math, oral language, and discussion of strengths and functional limitations as a result of scores obtained.)
Current Medications
- List of current medication(s) including dosage(s) and frequency (if applicable)
- Description of any adverse side effects due to medications (if applicable)

Recommendations
- Specific recommendations regarding academic accommodations, auxiliary aids and/or services including a rationale for each accommodation based on the individual’s identified functional limitations.

Evaluator Qualifications
- Name and title, license # with state (if applicable), address, phone number, fax number, e-mail address and signature (Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so)

Documentation may be submitted to:
Carolyn Draht
Director of Accessibility Services
Elmira College
One Park Place
Elmira, NY 14901

Fax: (607) 735-1759

E-mail Attachment: cdraht@elmira.edu