



Disability Support Services (DSS) Documentation Guidelines

We are happy you decided to contact us. We can assist you by determining accommodations and referring you to additional academic support services. The first step is to schedule an intake appointment and bring relevant documentation if you have it. Please still come to the intake appointment if your documentation is not yet available.

Why do we ask for documentation?

- To find out if a disability exists (e.g. Learning, ADHD, Mental Health/Psychological, Medical, Physical, Neurological, etc...);
- To identify academic barriers;
- To determine accommodations that reduce academic barriers in the learning environment;
- To verify that the documentation supports the requested accommodation (s).

The conversation we will have during the intake, in addition to the documentation you submit, will help us identify academic barriers and determine access services.

What do we need?

1. Documentation must be from a professional, unrelated to the student, who is trained and qualified (i.e. certified and/or licensed), to evaluate/diagnose/assess the particular disability. These professionals include, but are not limited to, medical doctors, psychologists, audiologists, ophthalmologists, and educational diagnosticians.
2. Documentation must include the **letterhead** of the professional providing the evaluation/diagnosis/assessment and include the name, address, and qualifications of the professional. In addition, it is most helpful when documentation includes the following information:
 - a. The specific diagnosis (e.g. DSM)
 - b. The functional limitations caused by the diagnosis
 - c. Medication the student is taking which causes side effects (impacts student in the educational environment).
 - d. Recommended accommodations
3. Individual Education Plans (IEPs), Summary of Performance (SOP) and/or Section 504 Plans from K-12 institutions may be submitted, including information to verify a disability, statements regarding current academic barriers, accommodations used in the past, and how a disability impacted a student academically.

Please be aware that documentation policies differ from one college to another.