



Institutional Procedures

A completed Disability Service Registration Form and have written verification from the *Diagnosing Licensed Professional or Primary Care Physician*.

A written narrative must be submitted on letterhead. Included information must be specific about the requestor and **not** a generic statement concerning the diagnosis. This written report can be brief but must adequately support each accommodation recommended and must include:

1. A full description of the current difficulties and functional limitations in an educational setting;
2. When first diagnosed and whether disability is temporary (estimated duration), episodic (estimated length of episodes and frequency), or permanent;
3. Information about how medication and/or other corrective measures may correct the impairment. Please include whether or not accommodations will be needed when utilizing medication or other corrective measures;
4. Activities or situations that should be avoided or would present a current significant risk of serious injury or death for the requestor or others;
 - a With the restrictions listed, would you considered this person qualified to pursue their current role at this time?
 - b Are there any concerns for safety?
5. A clear and convincing **rationale for each requested accommodation** based on the degree of impact of the impairment and the resulting functional limitations.
6. Licensing credentials of person preparing the narrative.

OR

The latest psychological examination

The Department of Disability Services will make the final determination about the adequacy of disability documentation. All documentation is confidential. Decisions are communicated to the requestor.

Some types of documentation are INSUFFICIENT:

IEP (Individual Educational Plans and IEP Transitional Documents) and *504 Plans*, although providing information about previous educational experiences, are not sufficient documentation to deem the individual eligible for services and accommodations in this setting. ***The Psychological Testing used to write the IEP or medical documentation to create the 504 plan is required.***

- Documentation consisting only of a diagnosis, ***case or chart notes, and/or prescription notations*** is insufficient to qualify persons for services and accommodations.

In cases where the documentation is incomplete, individuals will be required to submit additional information. This will delay accommodation decisions.