



### **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.