



OFFICE OF DISABILITY SERVICES (ODS) **DOCUMENTATION REQUIREMENTS**

The documentation, written on letterhead, should be provided from an appropriate clinician and include the following elements:

- **Diagnosis/diagnoses***
 - **Specific symptoms** and the way in which they impinge on and limit academic functioning, history, length and type of treatment
- **Accommodation(s) needed**
- **Rationale for the accommodation(s) given the diagnosis/diagnoses.** Provide detailed explanation of need for each accommodation in relation to the diagnosis (that is, symptoms, issues, functional limitations related to diagnosis.)
- **Appropriate health care provider's signature, and license number.**

**Please note:*

- If diagnosis is **Learning Disability, Attention Deficit Hyperactivity Disorder (ADHD),** or an **Autistic Spectrum Disorder (ASD,** including Asperger's Disorder), please submit psychoeducational evaluation and, if available, Individual Educational Plan (IEP). Psychoeducational or neuropsychological evaluations should be no more than 5 years old.
- If diagnosis is related to a **psychological/psychiatric,** DSM or ICD format should be provided, including codes. Examiner should indicate length of treatment, symptoms, and specific details of impact of the condition on the student in an academic setting. The statement should be current within one year.
- If diagnosis is for a **temporary** condition, provider must indicate a date of onset and time frame for accommodations. Temporary conditions may include injuries such as those incurred in accidents or recovery from surgery.
- If **multiple diagnoses** are to be considered for accommodations, documentation must meet the requirements for each diagnosis.

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