

## DOCUMENTATION GUIDELINES FOR PHYSICAL AND SYSTEMIC DISABILITIES

These guidelines are intended to help you identify appropriate professional evaluation materials to support your application. We suggest that you review these guidelines with a care provider, educator, or disabilities support person who is familiar with your situation and your records, to determine whether or not an appropriate evaluation has already been completed, or whether more current and/or more thorough evaluation materials are needed. We realize that every applicant is unique, and we will be as flexible as we can when reviewing your materials. Once we review your materials, we may request additional information to clarify the nature and severity of your impairment and the reasonableness of the accommodations you are requesting.

**Physical and systemic disabilities include but are not limited to:** Mobility Impairments, Multiple Sclerosis, Cerebral Palsy, Chemical Sensitivities, Spinal Cord Injuries, Cancer, AIDS, Muscular Dystrophy, Systemic Lupus, Spina Bifida, or any other physical or systemic disability that is considered to be in the medical domain and requires the expertise of a physician or other medical specialist.

**We need to understand how your disability is impacting your CURRENT functioning.** Thus, we will need to review materials from appropriately trained professionals that address all of the following:

- **A clear diagnosis** should be provided, along with a detailed description of the medical tests used to arrive at this diagnosis.
- **An indication of the severity of the functional impact of your disability in academic/testing settings, as well as in other life realms.** The evaluator should describe, in detail, what information he or she has used to determine the severity of the impact of your disability relative to most people.
- **A statement as to what accommodations your evaluator believes are appropriate for you** in academic and testing settings given the nature and impact of your disability. Ideally, your evaluator would indicate how the accommodations being requested are expected to address the symptoms or challenges you are experiencing.
- **If you are taking medications** that may impact your functioning when taking exams, the prescribing physician should provide a statement indicating what medications you typically take in academic and testing situations and what impact they appear to be having on your functioning in these types of situations.

**If you have a disability that is expected to remain relatively stable over time** in terms of its symptoms and functional impact, we may be able to accept documentation that is more than three years old.

**If you have a condition that is known to be variable in its course**, we may need to review documentation of severity and functional impact that is more current.

**All evaluations should be performed by an appropriately licensed medical professional with expertise in the area being assessed.** The evaluator's name, title, and professional credentials -- including license and certification information as well as area of specialization, employment, and the locality in which the professional evaluator practices -- must be included in the documentation. All reports must be typed on official letterhead, dated, and signed by the evaluator. The evaluator should not be a family member of the person being evaluated. The evaluation should list all tests that were administered and all external documents that were reviewed. Test results should be presented in sufficient detail to allow a comparably trained professional to review them. If an evaluation incorporates information and/or test data that was taken from a secondary source, this information should be clearly identified and presented separately from any new information or data that was obtained as part of the current evaluation.