

## Documentation Guidelines

1. Establish that you are a person with a disability in need of accommodations.
2. Adequately verify the nature and extent of the disability in accordance with current professional standards and techniques.
3. Clearly substantiate the need for all of the student's requests for accommodations.
4. Be provided by a licensed clinical professional familiar with the history and functional implications of the impairments. This person should be someone other than a member of the student's family.
5. Be dated and signed, and include the name, title and professional credentials of the evaluator, including information about license or certification and be printed on the letterhead of the evaluating professional.
6. Be current. This is generally defined as within the last calendar year unless the impact of the disability is stable over time. See guidelines regarding learning disabilities for additional guidance.

If a requested academic accommodation is not supported by the documentation you provide, you may be instructed to provide additional documentation in support of the request.