General Documentation Guidelines

Iowa State University Office of Student Accessibility Services (SAS) asks students to work with their healthcare professionals to provide information to assist in determining eligibility for services as a person with a disability. We ask professionals replying to the questions below to author a letter or report that will assist us in understanding the student’s condition, impact, and possible accommodations for their involvement as a student at ISU. With that in mind, please:

1. Describe your history with the student including how long you have been working with them.
2. Provide a diagnosis in accordance with current professional standards and techniques. Please include a summary of your professional assessment of the condition and any diagnostic tools used to make the diagnosis.
3. Does this diagnosis rise to the level of disability?
4. How has this disability impaired the student in carrying out major life functions?
5. What have been the historical challenges/barriers in the academic setting?
6. What do you foresee as being challenges/barriers in the university setting?
7. In your opinion, what does the student need in the university setting to address the challenges/barriers you specified? What accommodations would you recommend?

The report should be printed on the evaluating professional’s letterhead. Please include name, title, and professional credentials of the evaluator, including information on license or certification. Please sign and date the letter.

Documentation must be written in English or accompanied by an English translation made by a qualified translator who is not involved in a close, personal relationship with the student, such as being a member of the student’s family.

Please forward to SAS at the address above.