Documentation Guidelines

Purpose of Documentation:

• To establish protection from discrimination
• To determine the accommodations to which the individual may be entitled

Acceptable Documentation:

• Is recent (within the past 3 years)
• Is comprehensive
• States a specific diagnosis
• Describes the current functional impact
• Includes recommendation for accommodations

* Evaluation must be completed by a properly credentialed professional who has no personal relationship with the individual being evaluated.

Keep in Mind:

• All documentation will be reviewed with the Coordinator on an individual, case-by-case basis
• Determination of accommodations is an ongoing and interactive process
• Documentation of a specific disability does not guarantee specific accommodations
• After initial review, additional documentation may be required.