

# Documentation Guidelines

*Accessibility Services - Shepherd University*

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Sources of information used for determining a disability and/or accommodations may include a student's self-report, direct observation and interaction with the student, and/or documentation from qualified evaluators or professionals.

## **Student Self-Report:**

Students should complete the accommodation request which provides students an opportunity to describe their disability and the accommodations they are hoping to receive. Students may supplement request with any additional information, if needed. Students may consider including information about their experiences related to their disability, barriers faced, and/or previous accommodations.

## **Documentation:**

Disability related documentation should provide information on the impact of the disability so that appropriate accommodations can be identified. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g., accommodation agreements/letters, 504, IEP, or other documents).

## **Suggested Documentation Elements:**

1. Typed on letterhead, dated, and signed by a qualified professional.
2. State the disability or disabilities.
3. Describe the impact or symptoms of the disability.
4. If appropriate, discuss the severity and/or expected progression.
5. If appropriate, list medication side-effects.
6. Current and/or past accommodations.
7. Any recommended accommodations.

## **How to Obtain Documentation**

The professional making the diagnosis of a disability should be an appropriately trained evaluator, such as a physician, psychologist, psychiatrist, or educational diagnostician. For example, an audiologist would diagnose a hearing impairment; a psychiatrist, psychologist, or clinical social worker would diagnose a mental health disability. Documentation from a family member or family friend is not acceptable.

## **When and How to Submit Documentation**

Accessibility Services will consider all relevant information provided. Documentation will be reviewed on an individual, case-by-case basis. Please submit your information at least 2-3 weeks prior to the date that services are requested. If you have any questions about these documentation guidelines, please contact Accessibility Services at [accessibility@shepherd.edu](mailto:accessibility@shepherd.edu) or 304-876-5122. The accommodation request and all other supporting information may also be submitted electronically to [accessibility@shepherd.edu](mailto:accessibility@shepherd.edu)