

Guidelines for Documentation Physical Disability

I. A qualified professional must conduct the evaluation.

- Name, title, signature, professional credentials, licensure/certification information, and location of practice must be included on any reports submitted.
- Evaluators must have training in, and experience with, the diagnosis of like or similar conditions in adults.
- Appropriate professionals are usually licensed physicians, often with specialty training. Optometrists are appropriate for visual conditions addressed in their training. Allied health professionals (such as audiologists, neuropsychologists, or physical therapists) may be considered appropriate as well, often as part of a team.
- Evaluations performed by members of the student's family are not acceptable.
- All reports must be signed by the evaluator, and must include a completed Office of Accessibility form, as well as any additional information typed on letterhead.

II. Documentation must be current.

- Initial documentation must be based on evaluations performed within the last 2 years.
- If a report is older than 2 years, and the student has remained in clinical contact with his or her evaluator, that professional may supplement the original report with a letter (on letterhead) describing any and all changes since the previous report or stating that no changes have occurred since the previous report. [The supplement would be in lieu of another complete report.]
- All documentation (including any supplements), must describe the current impact of the diagnosed impairment(s).
- All documentation must describe any currently mitigating factors, such as medication or other treatment.
- All recommendations must be currently appropriate to a college academic environment.

III. Documentation must be comprehensive and include:

- The student's history.
- Both description and evidence of impairment.
- A brief description of any current treatment plan.
- A specific diagnosis, or more than one, if applicable.
- An indication that ICD 9 (or most current) criteria have been met for each condition (if applicable, DSM-5).
- A determination as to whether or not the diagnosed impairment(s) substantially limits the students learning in the academic environment.
- Recommendations for accommodations that are directly related to the functional limitations, including a rationale explaining why each recommendation for accommodation is appropriate, should be given.
- A supporting clinical summary.

Documentation Verification Hearing Impairment/Deaf

The Office of Accessibility at The University of Akron provides academic accommodations to students with diagnosed disabilities that reflect a **current substantial limitation to learning**. To ensure the provision of reasonable and appropriate accommodations for our students, this office requires current and comprehensive documentation of the condition from a current treatment/assessment professional that is legally qualified to make the diagnosis. **A copy of the student's most recent audiogram is also required.** The Office of Accessibility has the right to request additional documentation in order to provide appropriate services.

Name of Student: _____ Date of Birth: _____

1. ICD 9 (or most current) Code: _____

Date of Diagnosis: _____ Last contact with student: _____

Is the individual currently under your care? _____ Yes _____ No

2. Level of Severity (circle one): mild moderate severe

3. In your opinion, does any condition listed above **substantially limit the student's learning in the academic environment**? _____ Yes _____ No

If yes, specify here: _____

4. Please describe the **student's prognosis for this condition**: _____

5. Please describe **assistive listening devices or auxiliary aides** the student is currently using: _____

6. Describe the **primary method of communication** for the student: _____

7. Does this student take any medication(s) or require any type of treatment that may **adversely affect academic performance or behavior**? _____ Yes _____ No

If "yes," please list and explain effect: _____
