

All documentation submitted must be current, within three years, and from a licensed professional who is an expert in the field of the disability. However, documentation of a permanent condition may certainly be older than three years.

Please note: All professionals must include their license number, signature, and date on the documentation.

Learning Disabilities

Documentation must be a *complete psychoeducational battery of tests* performed by a professional who is impartial and not related to the student/employee, i.e., licensed psychologist, psychiatrist, neuro-psychiatrist, school psychologist, or psychometrist working under a licensed psychologist, which includes:

- Aptitude
- Achievement
- Information on processing
- Social-Emotional
- Clinical Summary including the effect of the disability upon the student's/employee's performance
- Clearly stated Diagnosis of a **specific** learning disability in reading, math, or written language based on current DSM criteria
- Recommendations for accommodations

Psychiatric Disabilities

Documentation must be a *comprehensive evaluation report* from a mental health professional that is impartial and not related to the student/employee, i.e., licensed psychiatrist, psychologist or neuropsychologist, which includes:

- Clearly stated diagnosis based on current DSM criteria
- A statement as to the effect of the disability upon the student's performance
- Recommendations for accommodation

Attention Deficit / Hyperactivity Disorder (AD/HD)

Documentation must be a *comprehensive evaluation report* from a professional who is impartial and not related to the student/employee, i.e., licensed psychiatrist, psychologist, neuropsychologist, clinical or educational psychologist, which includes:

- Clearly stated diagnosis based on current DSM criteria

- Clinical Summary including the effect of the disability upon the student's performance
- Recommendations for accommodations

Sensory, Physical, Health Condition

Documentation *must be on official letter head* from the treating physician, orthopedic specialist, audiologist, otologist, speech pathologist, ophthalmologist, optometrist (as appropriate), which includes:

- Clearly stated diagnosis
- Visual Acuity Report (as appropriate)
- Letter of explanation
- Audiogram (as appropriate)
- A statement as to the effect of the disability upon the student's performance or barrier presented by the disability
- Recommendations for accommodations

Please note: Temporary medical issues and hospitalization require additional documentation including the time frame of needed accommodations.

Traumatic Brain Injury (TBI)

Documentation must be a *comprehensive evaluation report* from a professional who is impartial and not related to the student/employee, i.e., physician, neurologist, licensed clinical, rehabilitation or school psychologist, neuropsychologist or psychiatrist, which includes:

- Clear statement of head injury or traumatic brain injury
- A statement as to the effect of the TBI upon the student's performance or current functional limitations
- Current letter/report (post-rehab 1 year)
- Recommendations for accommodations

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