



Guidelines for Documentation of a Disability

In order to provide accommodations, students must submit documentation that meets the following 7 criteria:

1. Information is current.
 - Date of evaluation must be no more than 5 years old.
2. The diagnosis is clearly stated.
 - Include the specific diagnosis, as diagnosed by a qualified professional (may include DSM diagnosis and ICD code).
3. Educational, developmental, and medical history is presented.
 - The type of information presented should be based on the condition the individual is seeking accommodations for and determined by the provider evaluating the individual.
 - May include (if appropriate diagnostic criteria)
 - a. Teacher comments/evaluations
 - b. Evaluation & examination
 - c. Transcripts
 - d. Psychological testing
 - e. Educational testing
4. The diagnosis is supported. Describe the testing and techniques used to determine the diagnosis.
 - Basis for diagnosis
 - a. Examinations
 - b. Evaluations
 - c. Name of assessment/tools used to arrive diagnosis
 - d. Score/ratings
 - e. Explanation of score
5. The functional limitation is described. Provide a list and description of how this disability specifically affects the student in the academic setting.
6. Recommended accommodations are justified by the diagnosis and functional limitation.
7. Evaluators' professional credentials are established.
 - Must be on provider's letterhead with contact information

Please Note: An IEP or Section 504 plan is not sufficient documentation. These may be submitted as supporting documentation in addition to documentation meeting the above criteria.

Mitchell Community College is committed to providing reasonable accommodations for qualified students with documented disabilities.