

Documentation Guidelines for Academic Accommodations

Disability Services will review and consider all pieces of documentation submitted including a student's self-report of lived experience. Documentation will help DS to:

- establish eligibility;
- understand how the disability impacts the student in an academic setting; and,
- make informed decisions about accommodations.

Documentation review is a collaborative process that is responsive to the unique experience of each individual, as advised by the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973. The eligibility determination is **not a same-day process**; therefore, it is advised that documentation be submitted well in advance of any accommodation related needs.

Students who have readily observable disabilities (e.g., wheelchair user, white cane user, cast or sling) may not need to submit documentation. Instead, we ask that you contact the office at (310) 954-4142.

Documentation on file should:

1. Be current and relevant.
 - a. There is not a blanket requirement on how recent documentation should be.
 - b. Disabilities that are stable lifelong conditions generally do not require recent documentation.
 - c. More recent documentation may be requested for acute conditions or to determine accommodations in distinctly new contexts that require more focused information to illustrate a connection between the impact of the disability, the described barrier, and the requested accommodation.
2. State clearly the diagnosed disability and diagnosis code(s).
3. Summarize the professional's relationship to the student (note that diagnostician must be an impartial individual who is not a family member) including duration of time providing care, identification of assessment instruments, testing procedures, or other methods of evaluation.
4. Describe the functional limitations, resulting from the disability.
5. Include relevant educational, developmental, cognitive, and medical history relevant to the disabilities for which accommodations are requested.
6. Severity of the condition, and if applicable, prognosis or expected duration of disability.
7. Information regarding treatment plan, necessary elements of daily living, disability management, medication and possible side-effects.

8. Recommended accommodations and rationale that directly ties the accommodation(s) need to the functional limitations of the disability.
9. Students can submit the above information in one or more of the following forms:
 - a. Letter that is printed on official letterhead and signed by an evaluator qualified to make the diagnosis.
 - b. Diagnostic report that includes the names, titles, professional credentials, license numbers, addresses, and phone numbers of the evaluators as well as the date(s) of testing
 - c. Disability Verification Form hand-delivered
 - d. Or, by uploading supporting documentation through [MyDSOnline.org](https://www.mydsos.org)