

Gustavus Adolphus College Disability Services Documenting a Disability

General Requirements:

- States a specific diagnosis according to the DSM-IV.
- Is current by 3 years, (5) years for students out of high school for 2 or more years. (IEP's do not qualify as documentation).
- Describes the presenting problem(s) and developmental history, including relevant educational and medical history.
- Describes the comprehensive assessments (neuropsychological or psycho-educational evaluations), including evaluation dates used to arrive at the diagnosis.
- Describes functional limitations resulting from the disability, as supported by the test results.
- Describes specific recommended accommodations and provides a rationale explaining how these specific accommodations address the functional limitations.
- Establishes the professional credentials of the evaluator, including information about the licensure of certification, education or specialization.

Specific Requirements:

- For learning disabilities, provide test results, with standard scores and percentiles (including subtests), from
 - a. an aptitude assessment using a complete, valid, and comprehensive battery,
 - b. a complete achievement battery,
 - c. an assessment of information processing, and
 - d. evidence that alternative explanations were ruled out.
- For ADD/ADHD, include
 - a. evidence of early impairment,
 - b. evidence of current impairment, including presenting problem and diagnostic interview,
 - c. evidence that alternative explanations were ruled out,
 - d. results from valid, standardized, age appropriate assessment, and
 - e. number of applicable DSM-IV criteria and description of how they impair the individual.
- For physical/chronic illness/sensory/allergies/asthma disabilities or impairments, provides results from a complete ocular, audiological, or other appropriate medical examination.
- For Psychiatric disorders, a clinician's diagnosed mental illness impacts academic performance plus- DSM-IV diagnosis.
- Letters must be typed and on letterhead stationary.

(The diagnosis on a prescription pad or one to two line letters will not be accepted.)

Please fax or mail all documentation to:

Laurie L. Bickett
Disability Services Coordinator
800 West College Ave.
St. Peter, MN 56082-1498
Phone: 507-933-6286
Fax: 507-933-6207

Adapted by Laurie L. Bickett 2009
From
Provider Verification Form/Carleton College