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 rational explaining how these specific accommodations address the functional limitations.

☐ Establishes the professional credentials of the evaluator, including information about the liscensure 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, audiologic, 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
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