

## DISABILITY ACCOMMODATIONS: DOCUMENTATION GUIDELINES

In most cases, accommodation requests must be accompanied by documentation of a disability as defined by **Section 504 of the Rehabilitation Act of 1973**, and **Title II of the Americans with Disabilities Act (ADA) of 1990**. The ADA defines a disability as a mental or physical impairment that substantially limits one or more major life activities.

CCAD requires current (preferably within last three years) and comprehensive documentation of the disability. The professional providing the documentation must be a trained, certified, or license mental health or medical professional with appropriate qualifications. In order to formulate a thorough and informed accommodation plan, documentation **should** include the following:

### 1. Description of the Diagnosis

Provide a clear statement of the specific diagnosis informed by relevant field guidelines directly related to the diagnosis, noting past and/or present symptoms and their level, frequency, triggers, and any other relevant information. Examples include, but are not limited to:

- Diagnostic Statistical Manual (DSM) (versions IV or V) diagnosis for psychiatric disability
- Psycho-educational evaluation for learning (cognitive) disability
- Thorough medical documentation for any medically related disability

### 2. Impact on Major Life Activities

Provide a summary of the impact of the condition(s) with a particular emphasis on how it impedes learning or other life activities (i.e., managing time, attending classes, diet, concentrating, communicating with others, social interactions).

### 3. Recommended Accommodations

State specific recommendations for accommodations and include a rationale for why the accommodations are necessary to mitigate the impact of the student's condition in an educational setting.

### 4. Healthcare Professional Information

The professional making the diagnosis must be a trained, certified or licensed mental health or medical professional with appropriate qualifications. The qualifications must be provided on the professional's official letterhead and include: name, title, address, and telephone.

### 5. Current Treatment(s)

Describe any treatment(s) being undertaken to mitigate the impact of the condition. List current medication(s) for which the student has a prescription (dosage, type, and frequency). Explain any adverse side effects that could impact major life activities.

Please see "Disability Accommodations FAQ" for information on the documentation and accommodation process at CCAD, including contact information for where to submit documentation.