Documentation submitted to Disability Services should include the following elements. *If your documentation doesn’t meet all of these guidelines, we encourage you to submit what you have.*

1. **The credentials of the evaluating professional(s).** Documentation should be typed and submitted on official letterhead by a professional who is licensed or certified in the area for which the diagnosis is made. Name, title, specialty, and license or certification credentials must be stated in the documentation.

2. **Current documentation.** Documentation for physical, sensory, and psychiatric conditions should be completed within the last year; learning disabilities and ADD/ADHD should be completed within the last 3 years.

3. **A clear diagnostic statement identifying the disability or disabilities.** Please include the most recent evaluation date, the original diagnosis date, if applicable, and any co-morbid conditions.
4. A description of the diagnostic tests, methods, and/or criteria used including specific test results and the examiner's narrative. Standardized testing using adult measures should be applied appropriately and all standardized testing scores should be reported. Informal inventories, surveys, and direct observation by a qualified professional in addition to formal tests may further develop a clinical hypothesis.

5. A description of current functional limitations resulting from the disability. Please include the impact on the student’s academic performance including severity, frequency, and pervasiveness of the condition.

6. A description of the expected progression or stability of the disability over time. If applicable, include information about the cyclical or episodic nature of the disability, along with known environmental triggers.

7. A thorough educational, developmental and medical history relevant to the disability. This should also include a description of past accommodations, services, auxiliary aids, and medications, including their effectiveness in ameliorating functional impacts of the disability. For medications, please indicate any significant side effects.
8. **Recommendations for accommodations, adaptive devices, assistive services, treatment, and/or other services related to the student’s specific limitations.** Accommodation recommendations should be based on the student’s specific functional limitations. Please note: Post-secondary institutions are not legally obligated to adopt third-party recommendations but may use this information to determine reasonable accommodations.

For more information about our guiding philosophy in establishing these documentation guidelines, please visit our website at [www.meredith.edu/disability](http://www.meredith.edu/disability) and click on Certification Process.