

# **Disability Service Documentation Guidelines**

## **Germanna Community College**

Last Updated: November 10, 2004

### **General Guidelines**

Confidential files are kept on all students who self-disclose disabilities at Germanna Community College. Each file includes, but is not limited to: intake forms, appropriate documentation of disability, releases of information, a record of contacts, and a record of services provided.

In order to determine the most appropriate accommodations for each student, the following types of documentation must be provided.

Learning Disabilities - A current psychological or psychoeducational evaluation performed by a licensed professional must be provided.

Attention Deficit/Hyperactivity Disorder - Current documentation from a medical doctor or a psychoeducational report documenting the disorder must be supplied.

Psychiatric Disorders - The form titled "Documentation of Psychiatric Disorders" must be filled out by a psychiatrist, licensed psychologist, licensed social worker, or licensed professional counselor. The form must verify the student's need for academic accommodations.

Visual Impairments - A current letter or examination report from a medical doctor, optometrist, or ophthalmologist documenting the degree of hearing loss.

Hearing Impairment - A current letter or audiological report from an audiologist or speech and hearing center documenting the degree of hearing loss.

Speech/Language Impaired - A report from a speech/language pathologist or high school records documenting the disability.

Mobility Impairment - Verification of the disability from a qualified health professional.

Acquired Brain Impairment - A current neuropsychological, psychological, or psychoeducational report which documents the effects of the ABI on cognitive functioning.

Other Health Impaired - A current letter or report from a medical doctor documenting the disability and a description of how it may impact the student's academic abilities.