

Wilson College

Accommodation Documentation Guide

Accessibility Services Documentation

A student is required to self-disclose if an accommodation is needed; this is a personal choice. The student must provide certain information when requesting accommodations.

- Submit an electronic accommodation request through our link: [Accommodation Request](#)
- Provide documentation based on disability; this can be uploaded on the request site. *See below for details about documentation requirements.
- Provide yearly updates due to the changeable nature of the disability. If the student needs to update documentation annually, they will be notified in a timely fashion.
- All documents and information are kept confidential.

What documentation is required for a psychological disability?

A licensed psychiatrist or licensed mental health provider (counselor) must conduct the assessment/evaluation. Documentation must:

- Be current: completed within the last 12 months.
- Be completed on Wilson's form.
- ESA requests: [ESA documentation](#)
- All other accommodation requests; [Supporting Documentation](#)
- State the specific disability.
- Reflect the student's current level of functioning.
- Include the date, name, title and professional credentials of the evaluator.
- Include psychological testing information. *Documentation should identify the specific test(s) and/or assessment procedures used to determine the diagnosis.
- Describe the limits and barriers the disability imposes. Documentation should describe the impact of the diagnosis to the level of a disability on a major life activity **in an educational setting** including housing.
- State the specific *recommendations* for academic adjustments/accommodations.
- *If any information is incomplete, the student may be asked to obtain additional documentation or sign a waiver to allow the Accessibility Coordinator to consult with the provider.

What documentation is required for Attention-Deficit/Hyperactivity Disorder?

A licensed psychologist, neuropsychologist or a family practitioner must conduct the assessment/evaluation. Documentation must:

- Be current: completed within the last two years.
- Be completed on Wilson's form *if completed by the family practitioner, other related specialists will have a generated report.
- [Supporting Documentation](#)
- Include the date, name, title and professional credentials of the evaluator.
- Be comprehensive. Documentation must include the method of diagnosis and a specific diagnosis of ADHD based on DSM-IV criteria.
- Describe the limits the ADHD imposes. Documentation should describe the impact of ADHD on a major life activity **in an educational setting**.
- State the specific *recommendations* for academic adjustments/accommodations.
- *If any information is incomplete, the student may be asked to obtain additional documentation or sign a waiver to allow the Accessibility Coordinator to consult with the provider.

What documentation is required for a learning disability?

A licensed psychologist or neuropsychologist must conduct the assessment/evaluation. Documentation must:

- Be current: completed within the last two years.
- Be typed on official letterhead or school district/state documentation (Re-evaluation Review)
- State the specific disability.
- Describe the limits the disability imposes. Documentation should describe the impact of the disability on a major life activity **in an educational setting**.
- State the specific *recommendations* for academic adjustments/accommodations.
- Include the date, name, title and professional credentials of the evaluator.
- Include psychological testing information. This includes specific test(s) (e.g. Wechsler or Stanford) and/or assessment procedures.
- Include standardized academic testing results. List the name of instrument administered (e.g. Woodcock Johnson Psychoeducational Battery, WRAT, KTEA or PIAT).

What documentation is required for a medical or physical disability?

Students must provide a letter from a qualified physician or appropriate medical practitioner.

This letter must:

- Be current: completed within the past 6 months
- Be completed on Wilson's form: [Supporting Documentation](#)
- Include the physician's or medical practitioner's name, title, professional credentials and assessment date.
- State the specific disability.
- Describe the limits the disability imposes. Documentation should describe the impact of the disability on a major life activity, **in an educational setting**.
- State the specific *recommendations* for academic adjustments/accommodations.
- Include the duration of the disabling condition. Note: this information is only required for **temporary** disabilities such as broken bones
- *If any information is incomplete, the student may be asked to obtain additional documentation or sign a waiver to allow the Accessibility Coordinator to consult with the provider.

Submitted appropriate documentation does not guarantee approval of accommodation requests. Students requesting accommodations will also participate in an interactive intake meeting to determine a *reasonable* need for equal access in the educational setting. The accessibility coordinator has the option to request further information on any submitted documentation.