

Documentation Guidelines for Providers

Disability Resource Center
University of Louisville

A current or prospective University of Louisville student is providing you with this document because the student wants to obtain accommodations for a disability through the university's Disability Resource Center. In order to determine a student's eligibility for accommodations, the Disability Resource Center must have documentation of the student's disability that covers the points presented in these guidelines. As this student's provider, the student is asking that you write something which covers each of the following points. Accommodations are determined on a case-by-case basis, so please provide as much detail as possible so that Disability Resource Center staff will have all the information needed to understand the disability-related needs of this student.

Your written statement can be given to the student so that the student may deliver it to the Disability Resource Center, or you may send it directly via email to askdrc@louisville.edu, via fax to 502-852-0924, or via mail to Disability Resource Center, University of Louisville, Louisville, KY 40292.

General Information on Documentation of a Disability

Documentation to substantiate a disability and support the request for accommodation(s) must be typed on official letterhead of the diagnosing practitioner. The practitioner must be a licensed and/or certified professional who is qualified to diagnose the stated disability. It must be current for the disability. Sufficient and appropriate disability documentation to support the request for accommodation(s) must have the following components:

Diagnosis:

State the medical or mental health impairment by a recognizable diagnosis; preferably from the ICD or DSM-IV, most recent revisions.

Date first diagnosed:

Establish an initial date when a diagnosis was made or when the certifying practitioner accepted a previous diagnosis and began treatment or services.

Names of relevant tests and results:

Establish how the practitioner arrived at the diagnosis; this is especially important when the disability is a learning disability, ADD/ADHD, psychological disability, or other disability diagnosed from the DSM-IV.

Severity of disability:

Establish the extent to which the disability substantially limits a major life activity.

Method(s) of current treatment:

Include current use of any medications and possible side-effects which may adversely interfere with clear cognitive functioning; include ability or inability to control symptoms.

Functional limitations/substantial limitations:

Explain the functional and substantial limitations from the impairment that may adversely affect the individual as a student in college.

Recommendations:

Make recommendations based on the above functional and substantial limitations for post-secondary academic and physical accommodations to ameliorate the limitations. A practitioner's recommendation for a specific accommodation does not guarantee the granting of that accommodation. Accommodations provide access to programs and services and are determined on a case-by-case basis.