

Documentation Guidelines

Documentation Elements:

1. Typed on letterhead, dated, and signed by a qualified professional.
2. Diagnostic Statement with clear diagnosis of disability or disabilities (using DSM V or other pertinent diagnostic criteria)
3. Lists all related diagnostic methodology used (diagnostic criteria and/or procedures). (Examples of testing for diagnosing learning disabilities include the Wechsler Adult Intelligence Scales (WAIS) and the Woodcock-Johnson III.)
4. Functional limitations or symptoms. (Limitations inform which accommodations are appropriate.)
5. Severity and/or expected progression.
6. Current medication(s) and any related side-effects.
7. Current and/or past accommodations.
8. Any recommended accommodations.