

CENTER FOR STUDENT ACCESSIBILITY
Eastern Kentucky University
Documentation Guidelines

To make a determination about eligibility entitling an individual to receive services under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the individual must provide the Office of Services for Individuals with Disabilities with sufficient and appropriate disability information. Documentation must be provided to the Center for Student Accessibility prior to the onset of a request for accommodation. Once disability documentation is evaluated by the CAS professional staff, accommodations will be determined.

Sufficient and appropriate disability information will have the following components;

1. Documentation should be formatted as a professional letter containing the following elements or documentation submission can be a copy of a recent evaluation which has been completed by a licensed professional, physician, or specialist who has recently provided treatment or established a formal diagnosis.
2. Documentation should be typed, signed, and dated by a professional with appropriate credentials and on official business letterhead.
3. Documentation must contain these elements:
 - **DIAGNOSIS** - state the medical or psychological impairment by recognizable diagnosis.
 - **DATE FIRST DIAGNOSED** - establish an initial date when a diagnosis was made.
 - **SEVERITY OF DISABILITY** - explain manner and degree of how the impairment affects the individual (Example: loss of hearing is considered to be mild, moderate, or profound).
 - List the names of **RELEVANT TESTS AND OR MEASUREMENTS** used in establishing a diagnosis.
 - **METHODS OF CURRENT TREATMENT** - include current use of any medications and possible side effects which may adversely interfere with clear, cognitive functioning, ability/inability to control symptoms, pain management system, or current rehabilitation efforts.
 - Explain any **IMPLICATIONS FROM THE IMPAIRMENT** which may adversely affect the individual as a student or as an employee in a postsecondary educational environment and/or living or working on a college campus.
 - Make **RECOMMENDATIONS** for academic and campus living accommodations.

NOTE: Documentation Guidelines for Attention Deficit Disorder and Learning Disabilities incorporate SPECIFIC, stringent guidelines. Please ask for a copy of the LD or ADHD guidelines in the Center for Student Accessibility or access the website for those documents. Refer to the Center for Student Accessibility Services Handbook for more information. Information (not more than 10 pages) can be faxed to the number below. If documentation is more than 10 pages mail to:

Center for Student Accessibility
361 Whitlock Bldg., CPO 66
521 Lancaster Ave., Richmond, KY 40475-3166
www.disabilities.eku.edu
Office: 859-622-2933; FAX: 859-622-6794