Documentation of a disability must be recent and include an evaluation from a qualified professional who holds the credentials necessary to make the diagnosis. The following guidelines are provided to ensure that the documentation is adequate and appropriate to verify eligibility for services and to support requests for accommodations. Documentation should include the following:

For a Learning Disability:
- A copy of the most recent diagnostic assessment summarizing the diagnosis of the learning disability including intelligence and achievement testing results.
- The documentation should not be older than five years to represent current functioning.

For Other Disabilities:
- A letter from a licensed professional that includes the following information:
  - Statement of the diagnosis, including a description of the diagnostic criteria, severity, and prognosis.
  - A description of the current impact/limitations of the disability on the educational setting
  - The credentials of the professional making the diagnosis
  - Business letterhead, typed, dated, and signed
- Relevant formal assessment data pertaining to the specific diagnosis.

For All Disabilities:
- Specific recommendations for accommodations and supports should be accompanied with a rationale describing the disability’s current impact upon academic and academic-related environments.
- Disability Services reserves the right to request additional information or evaluation data from the student in order to provide appropriate services and supports.
- Please note that an IEP or 504 plan are not sufficient documentation of a disability unless they include formal assessment data.