

## Documentation Guidelines

The College has a two-step procedure to reasonably accommodate students with qualifying disabilities.

The first step, certifying the student's qualifying disabilities, requires the Disability Services Provider to review documentation provided to LSC by the student.

This step must be completed before discussions about accommodations will take place.

When reviewing documentation, the DS Provider is looking for information that:

1. Verifies eligibility for services, and
2. Helps the DS Provider identify (with student input) accommodations and services that might assist the student.

## Documentation of Disability: General Items to Know

- Students are strongly urged to submit documentation at least four weeks before classes begin.
- Documentation of disability must be complete, appropriate, reviewed, and approved before the accommodation decisions will be made.
- Please note that K-12 school documentation may not meet post-secondary documentation requirements. See **Ensuring Documentation is Complete and Appropriate (below)** for examples of documentation which meet LSC Policy standards.
- Documentation can be provided at any time during the semester, however documentation that is not complete may delay accommodation or result in a denial of accommodation requests.
- Accommodations are not retroactive. They will not be applied to events and activities that have already occurred.
- Accommodations begin once the student has provided notification to the instructor of each class where approved accommodations will be utilized. This task is completed through the [Virtual Disability Assistance Center \(VDAC\)](#) – a cloud-based software allowing students to communicate approved accommodations to their instructors.

## Submitting Documentation of Disability: Items to Know

- Documentation of disability is confidential information about the student's condition and should only be given to Disability Services (DS) Providers and DS staff.
- Staff in the Disability Services Offices are the only college representatives authorized to accept and securely store documentation of disability related to academic adjustments and accommodations due to disability.
- DS Providers review and assign accommodations.
- Per LSC Policy, faculty will not accept documentation of disability and will not determine accommodations on their own.
- Faculty will work collaboratively with the DS Provider and the student to assist with understanding the accommodations that work best in their classrooms and to implement approved accommodations.

## Ensuring Documentation is Complete and Appropriate

Lone Star College policy requires students to provide documentation of disability from a licensed or certified professional who is qualified to treat and diagnose the student's condition.

Documentation must be current. Current documentation typically means no more than five years old, however this requirement can vary depending on the nature of the disability.

Below, Lone Star College has identified three ways students can submit complete and appropriate documentation to the Disability Services Office:

1. **Lone Star College Disability Verification Form (Form 1)** – LSC has provided a form which can be filled out by the student’s professional provider of services.
  - This form is blank. Students should not fill out this form.
  - This form must be completed and signed by a licensed or certified healthcare professional qualified to treat and diagnose the student’s disability.
2. **Healthcare Professional Letter** – Student’s may submit a letter which has been completed and signed by a licensed or certified healthcare professional. Elements of the letter will include:
  - Dated signature
  - Use of professional letterhead
  - A statement of the diagnosis
  - An indication of the severity of the condition
  - An indication of whether medication is currently prescribed, and if so, what medication is prescribed; and
  - Recommended accommodations, if any, that may assist the student in minimizing the condition’s impact in an academic setting.
3. **Full Evaluation/Diagnostic Report** – Students may submit a copy of an evaluation or diagnostic report completed by a licensed or certified healthcare professional qualified to treat and diagnose the student’s condition.

Examples may include (this is not an exhaustive list):

- Full Individual Evaluation (FIE) from the student’s high school
- Psychosocial evaluation completed by a licensed mental health provider
- Medical report completed by a health care professional qualified to treat and diagnose the specified medical condition
- Educational testing evaluation completed by a licensed educational diagnostician
- Audiology report
- Vision assessment
- Vocational assessment

Once documentation is uploaded in the Virtual Disability Assistance Center (VDAC) or otherwise shared with the Disability Services Office, the Disability Services (DS) Provider will review the documentation.

If the DS Provider determines the submitted documentation certifies that a student has a qualifying disability, the DS Provider will contact the student by e-mail and/or through VDAC to set a time for a discussion about the student’s requests for accommodation.

If submitted documentation, does not meet criteria or is incomplete, the DS Provider will contact the student to explain concerns and to discuss next steps.