

Guidelines for Documenting a Physical or Psychological Disability John A. Logan College

To document a physical or psychological disability, it is necessary to provide a letter from a qualified professional which includes the following information:

1. Diagnosis – Medical diagnosis or DSM-IV diagnosis
2. Functional Limitations – Explanation of how the disability substantially limits a major life activity. (What difficulties does the diagnosis pose to the student?)
3. Recommendations – List of recommendations for the educational setting which are logically linked to the functional limitations.

Documentation should also consider the following components:

Currency of documentation – Documentation should address current functioning. Usually 1-3 years old is preferred.

Evaluator Credentials – The letter submitted should be from a qualified professional. Psychologist, psychiatrist, licensed clinical social worker, licensed clinical professional counselor, etc. for psychological disabilities and medical doctors/specialists for physical disabilities. The evaluator should sign, date, and list his/her credentials on the assessment. The evaluation should be on letterhead.