

Student Disability Resource Center (SDRC)

Documentation Requirements for SDRC eligibility



Main Campus
Building 21, Room 130
11000 University Parkway
Pensacola, FL 32514
850.474.2387
850.857.6188 Fax

Emerald Coast Campus
Building 2, Room 201
1170 Martin Luther King Jr. Blvd.
Ft. Walton Beach, FL 32547
850.863.6569
850.863.0737 Fax

<http://uwf.edu/sdrc>

Additional Requirements for Documenting Learning Disabilities

A licensed professional should provide a comprehensive assessment which includes the following:

- A. Aptitude: Current Standardized aptitude test using adult intelligence scales.
- B. Achievement: Current levels of academic functioning in all aspects of reading, mathematics, and written language are required.
- C. Information Processing and Communication Assessments: Information processing should be addressed, for example: verbal expression and memory, receptive language, sequential memory, auditory and visual perception processing and processing speed, and fine motor functioning.

Documentation should be a psychoeducational or neuropsychological report, which includes relevant test scores (percentile and standard), interpretation, and a summary of background information regarding the student's educational, relevant medical, and family history. The diagnosis of a specific learning disability must be written and clearly explained. The documentation should also include specific functional limitations and recommendations for auxiliary aids and services.

Additional Requirements For Documenting ADD/ADHD, Psychological, or Psychiatric Disorders

- The professional providing the diagnosis must address **all five axes included in the DSM-IV multi-axial classification**. DSM-IV subtypes must be specified and level of severity such as mild, moderate, severe or in partial remission must be included.
- The documentation should include specific symptoms that meet the criteria for the diagnosis, currently prescribed medications, and possible side effects.
- The documentation should include information specifying the effects of the functional limitations within the academic setting and recommendations for auxiliary aids and/or services.
- Summaries of questionnaires, measures, or other relevant clinical data must be included in the documentation.

Documentation Requirements

The University of West Florida's Student Disability Resource Center provides assistance to students with disabilities.

To be eligible for services, the student must provide appropriate documentation from a licensed or certified professional with expertise in the specific disability.

This brochure has been developed to assist professionals in providing appropriate documentation needed by SDRC to make a determination of a student's eligibility for services.

The Student Disability Resource Center will require additional or new documentation if the original documentation presented is outdated, vague, or incomplete.

If the student is requesting aids or services for more than one disability, the student must provide appropriate and current documentation for each disability.

General Requirements

- The professional's diagnosis, evaluation, recommendations and other information should be typed on the professional's letterhead, which include the professional's name, title, dates of treatment, signature, license number and/or certification number. Doctor's prescription notepads are not acceptable.
- The professional providing the documentation must have the necessary qualifications to diagnose and treat the student for the specific disability.
- The diagnosis of the disability must be clearly stated, explained, and specific.
- Documentation must be no more than three to five years old. Some exceptions may apply for students with physical disabilities.
- **ALL** documentation prepared by professionals must provide a diagnosis of the medical/mental health condition and must explain any functional limitations the condition will impose for the student in an academic setting and should provide recommendations for auxiliary aids and/or services.
- IEPs and 504 plans may be used as supplemental information only.

Specific Requirement for Documentation

Hearing Impaired and Deaf:

An audiogram and audiological report administered by an audiologist or a letter from a licensed physician including an audiogram and audiological report and a list of recommendations.

Speech Impairment:

A speech evaluation and a list of recommendations from a licensed speech and language therapist or a letter from an appropriate licensed physician are required.

Visual Impairment and Blindness:

A letter from a licensed ophthalmologist or other appropriate licensed physician and a list of recommendations are required.

Medical Conditions and/or Physical Disability:

A letter from a licensed physician listing diagnosis, current medication, and possible side effects and a list of recommendations are required.

Psychological or Psychiatric Disability:

A letter from a licensed mental health practitioner or psychiatrist listing DSM diagnosis, medications and possible side effects, and list of recommendations.