

**Connecticut College**  
**Office of Student Accessibility Services**  
**Documentation Guidelines**

**Physical, Mobility, and Chronic Health-Related Disabilities**

**Documentation must be based on a comprehensive Evaluation and should include a detailed description of the following:**

**1) Professional Credentials**

The medical professional providing the documentation should have comprehensive training and expertise in the relevant specialty. The professional conducting the evaluation must be an impartial individual who is not a family member.

The documentation must include the following: the name, title and professional credentials of the evaluator; license or certification number; the area of specialization; employment and state in which the individual practices. All reports should be on letterhead, typed, dated, and signed.

**2) ICD Diagnosis and Code Clearly Stated**

**3) Information Current**

The age of acceptable documentation is dependent upon the disabling condition, whether or not the condition is permanent or will change over time, and the student's request for accommodations. The documentation should generally not be more than a year old and should address the student's current level of functioning. If the disability is a permanent, lifelong impairment (e.g., cerebral palsy), documentation may not need to be as recent, but specific recommendations for the current academic setting should still be provided.

**4) Relevant History**

Include relevant educational, developmental, and medical history. Information regarding the nature and cause of the condition, including age/time of onset.

**5) Evaluation Dates**

- Date of diagnosis
- Date student was first under a provider's care for this condition (including care by a previous provider)
- Date student was first seen by you
- Date student was last seen by you
- How often is the student required to be seen by you

**6) Assessment Process and Evaluation Results**

- A summary of assessment procedures & evaluation instruments used to make the diagnosis

- Evaluation results (attach if applicable)
- A summary of present conditions and the date of the most recent Evaluation
- An explanation of the significant impairment that substantially limits one or more major life activities and the degree to which it impacts the individual in the post-secondary environment (ex: mild, moderate, severe)
- Treatments, medications, devices, and services currently prescribed or used to minimize the impact of the condition
- The expected duration, stability, or progression of the condition

### **7) Recommended Accommodations Justified**

Describe the specific accommodations requested, and explain why they are needed. The rationale for specific accommodations should focus on the nexus between the impact of the student's diagnosed condition and the requested accommodations.