



### GENERAL GUIDELINES FOR DOCUMENTATION OF A DISABILITY

Students who are seeking support services from the Disability Access Services at Spokane Community College (SCC) based on a disability are required, in most cases, to submit documentation to verify eligibility for services. Documentation of disability and related information will be kept in a secure file in the Disability Access Services office. The cost and responsibility for providing this documentation shall be borne by the student.

The provision of all accommodations and auxiliary aids is based upon the indication that the accommodation or aid is appropriate to the needs and capabilities of the student. Therefore, it is in the student's best interest to provide current and appropriate documentation relevant to the student's learning environment.

Ideal documentation will:

- Indicate date(s) of testing/examination, and be on official letterhead, typed, dated and signed.
- Clearly state the names, titles, professional credentials, addresses, and phone numbers of the evaluators
- Include a diagnostic statement identifying the disability, describing the current "nature and extent" of the disability, type and severity of current symptoms, date of the current diagnostic evaluation.
- Address the anticipated progression or stability of the disability over time.
- List all, if any, recommendations for accommodations in the classroom.

Note: The age of acceptable documentation is dependent upon the disabling condition, its interaction with development across the life span, and the presence or absence of significant events (since the original diagnosis) that would impact functioning. Documentation must be current.

### Authority & Confidentially

Authority is assigned to the Disability Access Services for reviewing student documentation and determining what, if any, accommodations will be provided by the college to ensure equal access for all students.

All contact information and documentation received is kept in confidential files within the Disability Access Services. Information from the file is provided on a "need to know" basis only, at the student's request, or with a signed consent.

Documentation must have been prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose and treat the impairment leading to the disability. It must also be typed or word processed and printed on the letterhead of either the practitioner or the agency hosting the practice.

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