WEBER STATE UNIVERSITY

Services for Students with Disabilities

Guidelines for Documentation

SSD cannot authorize any accommodation unless it is supported by documentation. Your documentation determines which accommodations you may be eligible to receive. In accordance with prevailing state and federal laws, this documentation must include each of the following:

- Statement of disability, including DSMIV diagnosis where appropriate.
- Statement of clearly defined limitations related to the disability. Note that these limitations must effect a major life activity as established by the ADA.
- Recommended accommodations appropriate to an educational setting.
- All documentation must be signed and dated by a clearly identified diagnostician on official letterhead; reports should include contact information for the individual providing the diagnosis.

Please note that once documentation is provided, requests for accommodation may require up to two weeks to be fully evaluated and processed. Here are some examples of certain disabilities and appropriate sources for documentation:

DISABILITY	DIAGNOSTICIAN
ADD, ADHD	Psychologist, Psychiatrist, Physician
Emotional Disability	Psychologist, Psychiatrist
Visual Impairment	Ophthalmologist
Hearing Disability	Certified Otologist, Audiologist
Learning Disability	Psy chologist, Neuropsychologist, School Psychologist
Physical Disability (Other Medical)	Physician, Nurse Practitioner

Requests for documentation are initiated by the student with the appropriated diagnostician or agency. SSD does **not** request documentation on behalf of a student. Some agencies, such as Vocational Rehabilitation, may require a signed release form; this document should be sufficient for such instances. Complete the information below and sign where indicated.

Diagnostician/Agency: _____

Contact Name: _____ Contact Phone #: _____

Student Name: _____ Student Phone #: _____

_____ _____

Student Signature **Date**

If you have any questions, please contact SSD at (801) 626-6413 or visit our website at: http://weber.edu/ssd.