



## Detailed Documentation Checklist

Disability Services must consider many factors when evaluating documentation and determining if a particular accommodation is appropriate for a given student. Below is a list of some of the most important items documentation should include.

### Source:

- **The documentation is from a qualified diagnostician** (a medical professional, a psychologist, a licensed clinical social worker, etc.) who has the requisite expertise and professional licensing to diagnose the disability or condition.
- **The validity of the documentation can be verified.** Documentation must be legible, be clearly dated, and include appropriate contact and licensing information to establish validity.
- **The documentation is preferably from the diagnostician, not a third party.** Third party documentation should include the identity of the diagnostician and the process through which the diagnostician determined the diagnosis so that Disability Services can verify the information.

### Diagnosis:

- **The diagnosis is clearly identified.** Often IEP and other school records do not identify a disability clearly or formally.
- **The diagnosis is based upon objective diagnostic assessment criteria** (e.g. medical examination, clinical evaluation)
- **The diagnostic assessments are complete and included in the documentation.**
- **The description of the disability is specific to the disability and specific to the student.**

### Limitations:

- **The documentation details the academic limitations the student experiences due to the aforementioned disability** and includes situations where the limitations are likely to occur.
- **The descriptions of the limitations include the frequency, severity, and duration of the limitations.** This is especially important to include when the limitations are transient or cyclical in nature.
- **The documentation is sufficiently recent** to determine if the student is still experiencing the limitations as described.
- **The limitations that are supported by objective diagnostic assessment.**
- **The requested accommodation(s) clearly address limitations identified by the documentation and will alleviate or eliminate said limitations**

If you or your diagnostician have any questions or concerns, please contact Disability Services by phone at (801) 626-6413 (Ogden) or (801) 395-3442 (Davis), or by email at [dsc@weber.edu](mailto:dsc@weber.edu) (Ogden), or [dscdavis@weber.edu](mailto:dscdavis@weber.edu) (Davis).