



### Documentation Guidelines

Disability Services cannot authorize any accommodation unless it is supported by documentation. Your documentation determines which accommodations you may be eligible to receive. Below we explain what your documentation should look like and what your documentation should include.

- Your documentation should be completed by a licensed diagnostician (doctor, psychologist, audiologist, etc.).** Here are some examples of certain disabilities and appropriate sources for documentation:

<b>If you have/are the following:</b>	<b>Then your documentation should come from a/an:</b>
ADD, ADHD	Psychologist, Psychiatrist, Physician
Psychological Disability	Psychologist, Psychiatrist
Blindness/Visual Impairment	Ophthalmologist
Deaf/Hard-of-Hearing	Certified Otologist, Audiologist
Learning Disability	Psychologist, Neuropsychologist, School Psychologist
Physical Disability (Other Medical)	Physician

- Your documentation should be on official letterhead, and signed and dated by the diagnostician.** Documentation written on a prescription pad, or without a signature, or without letterhead may be insufficient.
- In accordance with prevailing state and federal laws, **your diagnostician should include all of the following in your documentation:**
  - Statement of disability:** Your diagnostician should include the name of your disability and DSM diagnoses where appropriate.
  - Statement of limitations:** Your diagnostician should include the type, frequency, severity, and duration, of the limitations you have because of your disability. Especially relevant are limitations that impact your academically. *Note: These limitations must effect a major life activity as established by the ADA.*
  - Recommendations:** Your diagnostician should also include recommended accommodations appropriate to an educational setting.

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).