

DELAWARE COUNTY COMMUNITY COLLEGE DISABILITY DOCUMENTATION GUIDELINES

Following the completion of the [Student Accommodations Request Form](#), students are required to submit documentation that can attest to their specific diagnosis/condition. Please see the guidelines below for appropriate forms of documentation.

Documentation for Students with Learning Disabilities

One or more of the following forms of documentation would be appropriate:

1. A psycho-educational evaluation by a licensed psychologist.
 - a. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing and a diagnosis. This report should also include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended.
2. A copy of an Individualized Educational Plan (IEP) & Re-evaluation Report (RR) by a licensed psychologist containing current information (preferably not more than a few years old).

Documentation for Students with Psychological Impairments, including ADD/ADHD

1. An evaluation by a psychiatrist, neurologist, licensed psychologist.
 - a. This report should also include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended,
2. Re-evaluation Report (RR) by a licensed psychologist containing current information (preferably not more than a few years old).
3. Clinical Statement documented by a medical provider (Example: Primary Care Doctor, Specialist Doctor, Psychologist or Therapist).
 - a. The documentation should include a clearly stated medical diagnosis, and a description of the symptoms that meet the criteria for the diagnosis, instruments used to make the diagnosis and current medications, dosages, and frequencies.

Documentation for Students with Mobility/Physical Impairments

1. An evaluation by a psychiatrist, neurologist, licensed psychologist.
 - a. This report should also include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended,
2. Re-evaluation Report (RR) by a licensed psychologist containing current information (preferably not more than a few years old).
3. Clinical Statement documented by a medical provider (Example: Primary Care Doctor, Specialist Doctor, Psychologist or Therapist).
 - a. The documentation should include a clearly stated medical diagnosis and a description of the symptoms that meet the criteria for the diagnosis, instruments used to make the diagnosis and current medications, dosages, and frequencies.

Documentation for Students with Mobility/Physical or Chronic Health Conditions

1. A current statement by a primary care provider or medical specialist who has expertise in the area of the specific impairment for which accommodations are being sought.
2. Documentation must be typed, dated, signed by the specialist.
 - a. **Handwritten documentation will not be considered as an appropriate form of documentation.**

Documentation for Students with Sensory Impairments (Hearing or Visual)

1. An evaluation by a psychiatrist, neurologist, licensed psychologist.
 - a. This report should also include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended,
2. Re-evaluation Report (RR) by a licensed psychologist containing current information (preferably not more than a few years old).
3. Clinical Statement documented by a medical provider (Example: Primary Care Doctor, Specialist Doctor, Psychologist or Therapist).
 - a. The documentation should include a clearly stated medical diagnosis and a description of the symptoms that meet the criteria for the diagnosis, instruments used to make the diagnosis and current medications, dosages, and frequencies.

Documentation can be emailed or faxed to:

ATTN: Simone A. Richardson, MS, CRC
Director of Disability Services

or

Sicily Stump, MSW
Assistant Director of Disability Services

Email: accommodations@dccc.edu (*preferred*) | Fax: (610) 723-2002