

DOCUMENTATION GUIDELINES FOR PHYSICAL OR PSYCHOLOGICAL DISABILITIES

SOUTHEASTERN ILLINOIS COLLEGE

In order to document a physical or psychological disability, students must provide a letter from a qualified professional that includes the following information:

- Medical diagnosis or DSM-IV diagnosis;
- Explanation of how the disability substantially limits the major life activity of learning;
- Evaluator should address academic recommendations, which are logically linked to the functional limitations. For high school students, an IEP generally lists this information.
- An assessment noting the diagnosis, which could include a psychological evaluation, psycho educational evaluation, learning disability assessment, IEP, and other records deemed appropriate to show a clear assessment of the diagnosis. You may be asked to bring in multiple assessments for complete documentation.
- Evaluations conducted by a certified/licensed psychologist, licensed clinical social worker, clinical professional counselor, psychiatrist, neuropsychologist, and a medical doctor/specialist for a physical disability. The evaluator should sign, date, and list his/her credentials on the assessment.

The documentation should be no older than 4 years old.