Disability Services
Guidelines for Documentation

Learning Disability (Psychological or Educational Evaluation):
A comprehensive assessment and diagnostic report including the following areas that address the student’s current level of functioning or need for accommodations:

**Aptitude/Intelligence Assessment**
Include scaled scores of all sub-tests

**Achievement Assessment**
Include scaled scores of all sub-tests

**Report**
A full written report is required and must include the following:
- Dates of assessment
- Names, titles, certification or license number
- Summary of results
- All sub-test scores
- Statement of diagnosis
- Statement of functional limitations
- Any recommendations
- All scores should be reported in standard score format

A school plan, such as an IEP or 504 plan is sufficient documentation only if it contains a diagnosis.

*If a student’s documentation differs from the suggested documentation, please contact the Disability Services Director.*

Attention Deficit/Hyperactivity Disorder:
A formal psychological or neuropsychological assessment which demonstrates impaired attention and/or hyperactivity must be provided. Assessment of the following areas by a certified or licensed professional, e.g., psychologist, neuropsychologist, school psychologist, or state certified educational diagnostician:

**Report**
A full signed, written report is required and must include the following:
- Dates of assessment
- Names, titles, certification and/or license numbers
- Summary of results to include:
History
Assessment of Intellectual Function
   Include scaled scores of all sub-tests
Achievement Assessment
Attention
   DSM-IV diagnosis
   Statement of functional limitations with related recommendations
   Current treatment
   Psychometric summary of standard scores

Blindness or Visual Impairments:
A report outlining medically certified loss by an ophthalmologist or MD listing diagnosis and functional limitations and recommendations.

Deafness or Hearing Impairment:
An audiogram and subsequent report by certified audiologist listing functional limitations and recommendations.

Mobility Impairment:
Medical documentation from a qualified professional with a diagnosis and functional limitations of the disabling condition with recommendations for accommodations.

Traumatic Brain Injury:
Current neuropsychological assessment by qualified neurophysiologist at least one year post injury with a DSM-IV or ICD-10 diagnostic statement and functional limitations with related recommendations as well as current treatment.

Psychological Disability:
A psychological evaluation and treatment summary by licensed psychologist or psychiatrist within the last 12 months with DSM diagnosis to include a global assessment of functioning, list of functional limitations and current treatment.

Chronic Medical Conditions:
An assessment by qualified professional with a written report that includes an ICD-10 diagnosis, functional limitations and recommendations related to the condition for which the student is requesting accommodations.

Temporary Impairments:
Some disabilities are temporary and may require accommodations for a limited time. The following documentation is required. A letter on letterhead from a qualified professional or completed Petition for Medical Information from MCC stating diagnosis, functional limitations necessitating the accommodation and estimated period of time services will be needed.