



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, neurophysiologist, 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.