



## Documentation Guidelines

Disability Support Services (DSS) provides academic, programmatic, and physical accessibility and services to students with disabilities. DSS frequently assists students with many different medical conditions and diagnosed disabilities including attention-deficit/hyperactivity disorder, learning disabilities, seizure disorder, traumatic brain injury, depression, anxiety, arthritis, gastrointestinal conditions, deafness, hearing loss, and blindness. It is important to note that this is not an exhaustive list; thus, we welcome all students with disabilities to seek out our services.

Eligibility for accommodations and services are established through information obtained from the student's self-report and submitted documentation. The documentation must be *on letterhead, typed, dated, and signed*. The information must be from a qualified/licensed professional (e.g., physician, psychiatrist, psychologist, mental health counselor, etc.), who is unrelated to the student, and whose credentials permit the evaluation of the disability. The following guidelines are provided to assist students in obtaining documentation to establish the need for reasonable accommodations:

1. A clear statement of the medical and/or psychiatric diagnosis (i.e., ICD-10, DSM-5) with a description of the student's current symptoms (if applicable, specify if the diagnosis is in partial or full remission);
2. Date of the initial diagnosis and/or date of the most recent visit with the student for this diagnosis;
3. Information regarding the functional impact or limitations of the condition or disability on the student's learning and other major life activities;
4. The impact of medication on the student's ability to meet the demands of the postsecondary environment, if relevant;
5. The expected duration, stability, and/or progression of the disability.
6. For students who experience flare ups or intermittent symptoms, describe the current severity, duration, and frequency;
7. For students with a documented learning disability: documentation ideally includes a comprehensive evaluation of intelligence and academic achievement, with standardized scaled scores and composite scores to support the diagnosis or eligibility classification. This is commonly included in a psychoeducational evaluation conducted by a school psychologist or a licensed psychologist;
8. Suggest recommendations for accommodations and/or services that the student may require.

**Further assessment or additional documentation may be necessary**, if the documentation does not support the requested accommodations. Please contact DSS at (970) 351-2289 if you have any questions. All documentation is considered confidential and should be sent to:

University of Northern Colorado Disability  
Support Services Michener L-80  
Campus Box 139  
Greeley, CO 80639  
970-351-2289  
Fax: 970- 351-4166  
[Lorraine.harris@unco.edu](mailto:Lorraine.harris@unco.edu)

Types of documentation that may be helpful to include, but are not limited to, the following:

- Educational, psychological, or medical records;
- Reports and assessments conducted by healthcare providers, clinical psychologists, licensed social workers, or school psychologists;
- Documents that outline use of academic accommodations such as an Individualized Education Program (IEP), Section 504 Plan, and psychoeducational evaluations.