DOCUMENTATION REQUIREMENTS
Cognitive Disabilities

Guidelines for Cognitive Disability Documentation

The following guidelines are provided for evaluators, physicians, medical professionals, students and family members to guide the process of submitting documentation to the Director of Accessibility Services at Elmira College. Our goal in providing these guidelines is to facilitate the review process for students with disabilities requesting accommodations.

- **Documentation submitted must reflect evaluation conducted within the past 6 months.**
- Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.
- Documentation must be printed on official letterhead and signed by the credentialed professional.
- A 504 Plan or Individualized Education Program (IEP) is not considered adequate documentation.
- Documentation must be submitted by a qualified practitioner who is not a family member of the student.
- Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.
- While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.
- Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations at Elmira College.
- Missing disability documentation information may result in a delay in reviewing a student’s request for accommodations.
Documentation Requirements Checklist

In order for the Office of Accessibility Services to determine eligibility for specific accommodations, documentation must include the following information:

Evidence of Existing Impairment
- Statement of medical diagnosis (es) or impairment(s), as distinct from symptoms or behaviors.
- Type of acquired/traumatic head injury
- Date of injury
- Date(s) of current and any prior evaluation(s)
- Discussion of co-morbid conditions, if appropriate

Presenting Issues
- Reason for referral for evaluation
- Information regarding the individual’s presenting issues (i.e., ongoing difficulties and behaviors) that significantly impact functioning in a postsecondary setting

Background History
- Discussion of pertinent background information including developmental, medical, psychosocial, family, academic and employment histories.
- Sources of background information (i.e., review of medical records, self report, etc.)
- Discussion of any prior accommodations received (whether in high school, at another postsecondary institution, or place of employment)

Evaluation Procedures (as appropriate) and Results
- Clinical Interview (i.e., report of symptoms, third party information, intake observations)
- Evaluation Instruments used (i.e., Bender-Gestalt, Halstead Retain Battery, Detroit Tests of Learning Aptitude-4 or Adult, Woodcock-Johnson III)
- Medical tests (discussion of any pertinent medical testing and results)
- Intellectual/Conceptual/Cognitive Competence (strengths and weaknesses including results of testing)
- Motor/Visual/Auditory/Tactile Facility (strengths and weaknesses)
- Speech/Language/Communication Ability (strengths and weaknesses)
- Executive Functioning (memory, attention). Discuss strengths and weaknesses and include actual test and subtest scores.
- Academic Achievement (strengths and weaknesses in reading - decoding, comprehension, fluency, writing - fluency, written expression, mechanics, math - calculations, word problems, fluency, and spelling.
- Personality tests (discussion of results)

Current Medications
- List of current medication(s) including dosage(s) and frequency (if applicable)
- Description of any adverse side effects due to medications (if applicable)
- Significant limitations to functioning directly related to the prescribed medication(s) (i.e., fatigue)?

Recommendations
- Specific recommendations regarding academic accommodations, auxiliary aids and/or services including a rationale for each accommodation based on the individual’s identified functional limitations.
Evaluator Qualifications

Name and title, license # with state (if applicable), address, phone number, fax number, e-mail address and signature (Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so)

Documentation may be submitted to:

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Director of Accessibility Services
Elmira College
One Park Place
Elmira, NY 14901

Fax: (607) 735-1759

E-mail Attachment: cdraht@elmira.edu