DOCUMENTATION REQUIREMENTS
Visual Impairment

Guidelines for 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.

- 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 diagnosis(es) or impairment(s)
Date and/or age of onset of visual impairment
Date of last ocular assessment or evaluation from ophthalmologist (please submit copy of most recent assessment/evaluation)
Discussion of the student's visual acuity
Discussion regarding the existence of any other conditions (if applicable)

Presenting Issues
Information regarding the individual’s presenting issues (ongoing difficulties and behaviors) that significantly impact functioning in a postsecondary setting
Discussion of the nature and severity of the visual impairment

Background History
Discussion of pertinent background information including developmental, medical, psychosocial, family, academic and employment histories
Discussion of history of any prior accommodations received (whether in high school, at another postsecondary institution, place of employment) (if applicable)

Visual Technologies and Current Medications
Description of any visual aids currently used by the student (i.e., glasses, contacts, etc.) Please include the student’s visual acuity with these aids
Description of any recommendations regarding assistive technologies
List of current medication(s) including dosage(s) and frequency (if applicable)
Please describe any adverse side effects due to medications (if applicable)

Recommendations
Specific recommendations regarding academic adjustments, auxiliary aids and/or services including a rationale for each based on the student’s 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:

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

Fax: (607) 735-1759

E-mail Attachment: cdraht@elmira.edu

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