



Documentation Verification Outline

Disability Services at Gateway Community and Technical College is the college department assigned to receive documentation of students' disabilities, to review that documentation in light of the students' accommodation requests, and approve academic adjustments and auxiliary aids (accommodations). To determine eligibility for accommodations, this office requires current and comprehensive documentation of the condition from a licensed or credentialed professional, who has undergone appropriate and comprehensive training, has relevant professional's letterhead with complete contact information and credentials listed.

Documentation pertaining to: _____ (Student Name)

- 1. Diagnosis:** state the medical or mental health impairment by a recognizable diagnosis; preferably from the most recent edition of *ICD* or *DSM*.
and
- 2. Description of the diagnostic methodology used to determine the disability.** Include the criteria, evaluation methods, tests and dates of administration, as well as a clinical narrative, observation and specific results. Where appropriate to the nature of the disability, having both summary data and specific tests scores (with the norming population identified within the report) is recommended. Attach additional documents if necessary.

- 3. Date first diagnosed and/or history:** give pertinent treatment history and background information
