

## Disability Resource Center - Documentation Requirement

Florida International University's Disability Resource Center provides assistance to students who are disabled.

To be eligible for services, the student must provide appropriate and current documentation from a licensed or certified professional with expertise in that specific disability.

Our office has developed the following brochure to assist the professionals in preparing appropriate documentation and to assist the student in understanding what documentation is appropriate.

Appropriate documentation provides the information needed for the Disability Resource Center to determine if the student is a qualified individual with a disability and what auxiliary aids and services are necessary.

The Disability Resource Center will require additional or new documentation if the original documentation presented is outdated, vague, or incomplete.

If the student is requesting aids or services for more than one disability, the student must provide appropriate and current documentation for each disability.

### **General Requirements**

The documentation should be on letterhead paper and include the professional's names, title, dates, signature, license number and/or certification number. Doctor's prescriptions notepad are not acceptable.

The practitioner providing the documentation has the necessary qualifications to diagnose and treat the student for that specific disability, and has experience in working with an adult population.

The diagnosis of the disability must be clearly stated, explained, and specific.

The documentation should include symptoms, medication and possible side effects.

The documentation should include information specifying the effects of the functional limitations within the academic setting and recommendations for auxiliary aids and/or services.

### **Specific Requirements for Documentation Hearing Impaired and Deaf:**

An audiogram and audiological report administered by an audiologist and a list of recommendations or a medical report from a licensed physician including an audiogram and audiological report.

### **Speech Impairment:**

A speech evaluation and a list of recommendations from a licensed speech and language therapist pathologist or a medical report from an appropriate licensed physician are needed.

### **Visual Impairment and Blindness:**

A medical report from a licensed ophthalmology or other appropriate licensed physician is needed.

**Medical Conditions and/or Physical Disability:**

A formal medical report from a licensed physical listing diagnosis, medications, and side effect and a list of recommendations is required.

**Psychological or Psychiatric Disability:**

A psychological or psychiatric report from a licensed mental health practitioner listing DS or ICD 10 diagnosis, medications and possible side effects, and a list of recommendations.

**Additional Requirements for Documenting Attention Deficit Hyperactivity Disorder**

-The practitioner providing the diagnosis must address all six DSM TV's criteria when providing documentation for ADD/ADHD disorder.

-The DSM TV's subtype of ADD/ADHD must be stated on the documentation.

-The documentation should include symptoms, medication and possible side effects.

-The documentation should include information specifying the effects of the functional limitations within the academic setting and recommendations for auxiliary aids and/or services.

-Summaries of questionnaires, measures, or other relevant clinical data must be included in the documentation,

-Levels of severity must be included such as mild, moderate, severe or in partial remission.

**Additional Requirements for Documenting Learning Disabilities:**

It is unacceptable to administer just one test for the purpose of diagnosis. Minimally, the domains to be addressed should include (but not be limited to) the following test measures:

**A. Aptitude:**

Current standardized aptitude test using adult intelligence scales.

**B. Achievement:** Current levels of academic functioning in all aspects of reading, mathematics, and written language are required.

**C. Information Processing and Communication Assessments:**

Information processing should be addressed for example: verbal expression and memory, receptive language, sequential memory, auditory and visual perception processing and processing speed, and fine motor functioning.

**D. Psychological Assessment and Neuropsychological Assessment:**

Although not required, may be done in addition to the domains already mentioned. Also: Documentation should be psycho-educational or neuropsychological report, which includes relevant test scores (percentile and standard), interpretation, and a summary of background information regarding the student's educational, relevant medical, and family history. The diagnosis of a specific learning disability must be written and clearly explained. The documentation should also include specific functional limitations and recommendations for auxiliary aids and services.

**Recommended Batteries:** WAIS III, WMS III, WJ III Cognitive and WJ III Achievement.