

Documentation Guidelines for Health Impairments, Physical Impairments, Permanent Disabilities, Psychological Disabilities, Hearing Impairments, Vision Impairments

These guidelines are to aid you in working with your treating professional to prepare the information needed to evaluate your request. Please contact Accessibility Services with any questions related to these guidelines.

Though reporting formats vary, the following information and data are generally recommended in order for the University of La Verne to best determine appropriate reasonable accommodations:

- A clear statement of the diagnosed disability, including the severity and date of diagnosis, as well as the date of the most recent evaluation
- A diagnostic summary, including any relevant history, with an indication of how the disability will affect participation in college courses, and/or activities.
- A description of the substantial functional limitations caused by the disability, specifically as they relate to one or more major life activities
- A description of any auxiliary aids or assistive devices currently used by the student (e.g., hearing aids, assistive listening devices, visual aids, etc.)
- A list of recommended accommodations that are appropriate to address the impact of the disability
- The name, title, license number and state (if applicable), as well as address, phone number, fax number, email address, and dated signature of evaluator or medical professional providing the documentation