



**Guidelines for Documentation
Alpha Scholars Program
Abilene Christian University**



It is the responsibility of the student to provide information that verifies that the student's condition meets the definition of a disability as defined by applicable laws, which require that requests for services for students with disabilities be conserved on an individual case-by-case basis. Sources of information used for determining accommodations may include a student's self-report, direct observation and interaction with the student, and/or documentation from qualified evaluators or professionals.

Student Self-Report:

Students should complete the Accommodation Request Form that provides the student an opportunity to describe disabilities and accommodations they are hoping to receive. Students may supplement the Accommodation Request Form with an additional narrative including information about experiences related to specific disabilities, barriers faced, and/or previous accommodations.

Documentation:

Disability related documentation should provide information on the functional impact of the disability so that effective accommodations can be identified. Criteria for the source, scope, and content of documentation differ by disability type. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a previous school (ARD documents, testing, IEPs).

Suggested Documented Elements:

1. Typed on letterhead, dated, and signed by a qualified professional
2. Diagnostic statement with any related diagnostic methodology (diagnostic criteria and/or procedures)
3. Functional limitations or symptoms
4. Severity and/or expected progression
5. Current medications and related side-effects
6. Current and/or past accommodations
7. Recommended accommodations AND rationale as to why each recommendation is related to the student's functional limitations

The ADA Compliance Officer at ACU will consider all relevant information provided in documentation. Documentation will be reviewed on an individual, case-by-case basis. If you have any questions about these documentation guidelines, please contact Alpha Scholars Program at 325-674-2667, or by mail at:

Alpha Scholars Program
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