



## *Disability Support Services (DSS)*

### **Disability Documentation Guidelines**

Students who are seeking support services from Pacific Lutheran University may be required to submit documentation to verify eligibility (29 CFR §1630.2(j)(3)(iii)).

The following diagnoses are considered to have predictable outcomes and do not require additional documentation:

- **Deafness**
- **Blindness**
- **Intellectual disability**
- **Partially or completely missing limbs or mobility impairments**
- **Autism spectrum**
- **Cancer**
- **Cerebral palsy**
- **Diabetes**
- **Epilepsy**
- **Multiple sclerosis**
- **Muscular dystrophy**
- **Major depressive disorder**
- **Bipolar disorder**
- **Post-traumatic stress disorder**
- **Obsessive compulsive disorder**
- **Schizophrenia**

The following are documentation sources that may be considered when

- Student interview with DSS Director
- Student's narrative of disability experience
- Observations and interactions with disability professional
- Educational records
- Medical records
- Psycho-Educational evaluations
- Individualized Education Plan (IEP) and 504 Plan
- Summary of performance
- Responsive intervention process records
- Teacher observations
- Information on previous use of accommodations

PLU considers documentation of a disability to be part of a student's Educational Record and will be maintained as such by PLU in a manner that complies with state and federal law as defined in the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Records regarding ***academic accommodations*** may be utilized in the same manner and under the same conditions as other Educational Records. ([www.plu.edu/print/handbook/conduct/FERPA.html](http://www.plu.edu/print/handbook/conduct/FERPA.html)). The cost and responsibility for providing this documentation **shall be borne by the student**.

Documentation presented to Disability Support Services (DSS) will remain in a confidential record management system. The Director of Disability Support Services is available to consult with the licensed professional regarding these guidelines. When presenting medical documentation for accommodation purposes, the report should follow these guidelines:

1. Be prepared by a **licensed professional** who is specialized in diagnosing and/or treating persons with your condition and with whom you have had a previous treatment history, e.g., psychologist, physician, rehabilitation counselor, audiologist, ophthalmologist, nurse practitioner, or mobility specialist, etc. The report should be on professional letterhead, signed, and include the licensed professional's title, address, and phone number.

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*DSS>>Doc. Guidelines, Referral lists>>doc. guidelines*

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2. Include a statement of diagnosis that is consistent with the latest diagnostic criteria from the field, and provide information regarding how the student's education may be impacted by functional limitations as well as a suggested list of academic accommodations and level of support needed with supporting data from the assessment, which is specific to the individual assessed.