Ivy Tech Community College of Indiana
Disability Documentation Guidelines

The student named below has applied for services from Disability Support Services (DSS) at Ivy Tech Community College. In order to determine eligibility and to provide services, we require documentation of the student’s disability.

Under the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations. To establish that an individual is covered under the law, documentation must indicate that a specific disability exists and that the identified disability significantly limits one or more major life activities. **A diagnosis of a disorder in and of itself does not automatically qualify an individual for accommodations.** The documentation must also support the request for accommodations and academic adjustments.

I authorize the release of my information to Disability Support Services at Ivy Tech Community College. I give approval for DSS representatives to talk/correspond with the evaluator that prepared my documentation about my educational needs:

Student’s Signature
__________________________________________________

Student’s Printed Name
__________________________________________________

Please see the back of this document for guidelines and criteria.
Responses to the guideline questions should be typed on letterhead. Please do not submit handwritten documentation. The documentation must be prepared by a licensed professional who diagnosed or treated the student, and should include the following information: today’s date, evaluator’s printed name, evaluator’s signature, evaluator’s license/certification, evaluator’s address, evaluator’s fax, and evaluator’s telephone. Depending on the accommodation requested, additional documentation may be required.

Please respond to each of the following:
1. Date student was last seen.
2. List the diagnoses and any barriers impacting the student.
4. Describe the expected progression or stability of the disability over time.
5. How does the disability impact the student’s overall functioning?
6. Describe any situations or environmental conditions that might lead to an exacerbation of the condition.
7. Describe any related effects of the disability or required treatment that may need consideration in the academic environment.

Please send, fax, or email the requested information to the following:
Ivy Tech Community College
Office of Disability Support Services
3101 S. Creasy Lane
Lafayette, IN 47903
Fax: (765) 269-5263
disabilitysvcs@lists.ivytech.edu