In order to receive disability-related accommodations and/or service from Ivy Tech Community College, students are required to submit documents of disability to verify eligibility under the Americans with Disabilities Act, the ADA Amendments ACT (ADA AA), Section 504 of the Rehabilitation Act of 1973, and Ivy Tech Community College Disability Support Services policy. For these purposes, disability is defined as a physical or mental impairment that substantially limits one or more life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

In general, documentation should include the following:

1. **The credentials of the evaluator(s)**
   Documentation should be provided on official letterhead with the name, title, professional credentials, address, phone number, and signature of the evaluator, as well as the date of the report.

2. **A diagnostic statement identifying the disability**
   Documentation should include a clear diagnostic statement. A full clinical description may also convey the necessary information.

3. **As appropriate to the disability, a description of the diagnostic methodology used.**
   Generally, documentation should include a description of the diagnostic criteria, evaluation methods, procedures, tests, and dates of administration, as well as observations, specific results, and a clinical narrative.

4. **A description of the current functional limitations**
   Detailed information on how the disability currently impacts the individual in the classroom setting. This information is useful for identifying reasonable accommodations.

5. **A description of the expected progression or stability of the disability.**
   It is helpful when documentation provides information on expected changes in the functional impact of the disability over time and with context services.

6. **A description of current and past accommodations, services, and/or medications**
   A description of current and past accommodations, services, and/or medications will assist the Disability Services staff in determining appropriate accommodations and/or services.

7. **Recommendations for accommodations and/or services**
   Recommendations for reasonable accommodations and/or services that are logically related to functional limitations provide valuable information for the review and planning process.

These guidelines are based on the Association on Higher Education and Disability (AHEAD) best practices for documentation (http://www.ahead.org/resources/best-practices-resources/elements).