Guidelines for Documentation of a Disability at Wells College

If you are requesting accommodations based on a disability, you must complete the Wells College Disabilities Disclosure Form and provide documentation as specified below.

1. Documentation must be conducted by a qualified medical professional with comprehensive training and relevant experience in diagnosing the full range of medical/psychological/psychiatric/mental disability for which you have been diagnosed and have appropriate licensure and certification. Documentation should be typed and on official letterhead.

2. For psychological or learning disability, current testing (within three years) based on adult levels must be attached.

3. A well-written, comprehensive report from a qualified medical professional that includes the following:
   a. Specific medical or learning disability or diagnosable mental disorder, with a specific diagnosis based on the DSM-IV criteria
   b. Specific evidence of substantially limiting one or more major life activities
   c. Major symptoms of the disability
   d. Specific areas of educational impact
   e. Previous history of the diagnosis and prognosis
   f. Medications current prescribed, including substantial side effects
   g. Rationale for specific recommended accommodations

4. Documentation should validate the need for services based on the individual’s current level of functioning in the educational setting. A school plan such as an individualized educational program (IEP) or a 504 Plan in insufficient documentation, but it can be included as part of a more comprehensive assessment battery.

5. Documentation of a Learning Disability:
   a. The neuropsychological or psycho-educational evaluation for the diagnosis of a specific learning disability must provide clear and specific evidence that a learning disability does exist
   b. Assessment, and any resulting diagnosis, should consist of and be based on a comprehensive battery that does not rely on any one test or subtest.

6. Documentation of an Attention Disorder (ADHD):
   a. Accommodations recommended by the evaluator should include a rationale, and current documentation should validate the need for services based on the individual’s preset level of functioning in the educational setting.

7. Documentation of a Psychological Disorder:
   a. Must include a DSM-IV Diagnosis, date of diagnosis, date of last contact with the student, instruments/procedures used to diagnose the disorder, presenting symptoms, medications and possible side effects, recommended accommodations, and any additional information relevant to meeting the student’s disability-related academic needs.