

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.