

Guidelines for Documentation of Speech Impairments

Students who are seeking support services from Northwest Florida State College's Disability Support Services on the basis of a diagnosed speech impairment are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This means a diagnosis by a physician or a speech pathologist. Protection under Section 504 and ADA civil rights statutes is based upon documentation of a disability that **currently substantially limits** some major life activity including learning.

The following guidelines are provided in the interest of assuring that documentation is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids on the basis of a speech impairment. The Counselor, Disability Support Services is available to consult with diagnosticians regarding any of these guidelines.

- The documentation must be current (within the past three years), and must include the specific disabling condition which causes the disability.
- The professional providing the diagnoses and treatments must be qualified to do so. Experience in working with the adult population is essential. Diagnostic reports must include the names, titles, and professional credential (e.g., Audiologist) of the professional providing the diagnostic report.
- Date of diagnosis must be included.
- Whether the condition is temporary or permanent, and if it is stable or progressive.
- A description of the functional limitation(s) caused by the disability.
- The report must be typed and written in English on letterhead, signed, and dated.
- **Not Acceptable:** A doctor's prescription pad note or a high school plan such as Individualized Educational Plan (IEP) or 504 plan. An IEP or 504 plan may be included and used as part of a more comprehensive evaluative report.

All documentation is confidential and should be submitted to:

Elizabeth Smith
Counselor of Students with Special Needs
Northwest Florida State College
100 College Boulevard
Building E Room 148
Niceville FL 32578

(Telephone and TDD 850 729-6079)
(Fax: 850-729-5300)
Florida Relay Service
800-955-8770

After documentation is reviewed, student needs to make an intake appointment with the Counselor.