

Guidelines for Documentation of an Emotional or Behavioral Disability

Students who are seeking support services from NWFSC's Disability Support Services on the basis of a diagnosed emotional or behavioral disorder are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the ADA as amended in 2008. The professional providing the diagnosis must be qualified to do so. Protection under Section 504 and ADA is based upon documentation of a disability that **currently substantially limits** some major life activity such as learning.

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

The report needs to be typed in English on Letterhead, signed, and dated. A doctor's prescription pad note or a school plan such as Individualized Educational Plan (IEP) or 504 plan is not sufficient documentation by itself but may be included and used as part of a more comprehensive evaluative report.

The documentation must be current (within the past three years) and must include:

- Diagnostic reports must include the names, titles, and professional credential (e.g., Licensed Psychologist) of the professional providing the diagnostic report.
- A written summary of /or background information about the student's educational, medical, and family histories that relate to the disability must be included.
- A clear statement of the DSM V diagnosis
- Date of diagnosis must also be included. Diagnoses made prior to six months before the present date are not acceptable unless the disorder is considered to be relatively stable and long-standing.
- Medical history relating to current use of medication and the impact of the medication on the student's ability to meet the demands of an academic program.
- Statement of functional limitations and the expected impact on student's academic performance.

Appropriate **reasonable accommodations** and services are individually determined by Disability Support Services in consultation with the student on the basis of information in the documentation provided.

All documentation is confidential and should be submitted to:

Coordinator, Disability Support Services
Northwest Florida State College
100 College Boulevard
Student Life Center, Bld 410 Rm 119
Niceville FL 32578
(Telephone and TDD 850 729-6079)
(Fax: 850-729-6893)
Florida Relay Service:
800-955-8770