

Guidelines for Documentation of Physical / Medical Impairments

Students who are seeking services from Northwest Florida State College's Disability Support Services on the basis of a diagnosed physical 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 in an appropriate medical specialization. Protection under Section 504 and ADA civil rights statutes 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 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.

A doctor's prescription pad note or a school plan such as Individualized Educational Plan (IEP) or 504 plan IS NOT SUFFICIENT. An IEP or 504 plan can be included and used as part of a more comprehensive evaluative report.

The documentation must be current (within the past three years), on letterhead, typed in English, dated, signed, and must include:

- The specific medical condition which causes the disability.
- Whether the condition is temporary or permanent, and if it is stable or progressive.
- Information about current prescribed medications used to treat the disability and possible side effects.
- A description of the functional limitation(s) caused by the disability.

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

After documentation is submitted, an intake appointment should be scheduled with Disability Support Services.