

Guidelines for Documentation of an Emotional or Behavioral Disability

Students who are seeking support services from NWFSC's Accommodation Resource Center (ARC) based on a diagnosed emotional or behavioral disorder are required to submit documentation to verify their eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and its 2008 amendment. All documents concerning the diagnosis must come from a licensed professional. Protection under Section 504 and the 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 Accommodations Resource Center is available to consult with diagnosticians regarding any of these guidelines.

All documentation must be typed in English, on letterhead, signed and dated by a licensed professional. A doctor's prescription note, or an 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 provided must be current (within the past three years) and must include:

- The names, titles, and professional credentials (e.g. licensed physician) of those providing the diagnostic report along with the date(s) of testing
- A summary of or background information about the student's educational, medical, and family histories related to the disability
- A clear statement of the DSM-5 diagnosis
- The date of diagnosis. Diagnoses made six months prior to the present are not acceptable unless the disorder is considered to be relatively stable and long-standing
- Medical history relating to current medication and its impact on the student's ability to meet the demands of an academic program
- A statement of functional limitation(s) and the expected impact on the student's academic performance

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

All documentation is confidential and should be submitted to:

Northwest Florida State College
Accommodation Resource Center
Bldg. 500, Rm. 111
100 College Blvd. E.
Niceville, FL, 32578
Email: arc@nwfsc.edu
Telephone: (850)729-6079
Fax: (850)729-4984
Florida Relay Service: 1-800-955-8770

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