

Disability Services requires each student requesting services to provide current and comprehensive documentation of the disability before eligibility for services can be determined. **Disability documentation for the purpose of providing accommodations must both establish disability and provide adequate information on the functional impact of the disability so that effective accommodations can be identified.**

Students with **psychological disabilities or Attention Deficit Disorder** must submit a letter on professional letterhead from a licensed psychologist or psychiatrist. The letter should address the following criteria:

1. A clear statement of the DSM-IV diagnosis, including pertinent history.
2. A description of present symptoms, fluctuating conditions/symptoms, and prognosis.
3. A summary of assessment procedures used to make the diagnosis.
4. Medical information to be considered in a university environment, including medication needs and any side effects of medication.
5. A description of the student's functional limitations in an educational setting. Consider the impact of the disorder on attention/concentration, ability to attend and participate in class, take notes, and complete written examinations under standard time limits in the classroom.

This information may be sent directly to:

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Disability Services
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FAX: (210) 458-4980