

Documentation Requirements

Disability Services for Students at Southern Oregon University

It is the responsibility of each student seeking accommodations and services through Disability Services for Students to provide a written, comprehensive psychological and/or medical evaluation verifying the diagnosis PRIOR to receiving such services through our office. If you have any questions about documentation requirements, please contact us to set up an appointment: (541) 552-6213.

Verification of ADD/ADHD

ADD/ADHD must be verified by a clinician with expertise in the diagnosis of ADD/ADHD, such as a licensed therapist, educational psychologist, psychologist, psychiatrist, neurologist, or physician. We do not accept proof of prescription medication or a doctor's note simply stating they are treating you for ADD/ADHD as sufficient documentation.

Documentation must include:

1. Clinician's name, title, license number, phone number, and address; summary of all instruments and procedures; date(s) of examination
2. HISTORY-Written summary of educational, medical, family histories and behavioral observations
3. DIAGNOSIS-A clear statement of the DSM-IV or ICD diagnosis
4. INTERPRETATIVE SUMMARY-summary of evaluation results, including all standardized scores
5. If applicable, information relating to the current use of medication to treat ADD/ADHD and the impact of the medication on student's ability to meet academic demands
6. Statement of specific functional limitations relating to academic performance
7. RECOMMENDATIONS-Recommendations for specific academic adjustments supported by rationale

VERIFICATION of Psychological Disorders

Verification of diagnosis and discussion of the severity of a disabling condition must be provided by a qualified treating professional (licensed psychologist or psychiatrist). The provided documentation must include a detailed description of how this impairment significantly limits a major life activity in an educational setting.

Current and comprehensive documentation of disability is required. This documentation should include

1. Information from which the diagnosis was made
2. A description of the student's functional limitations in an educational setting, and the severity and longevity of the condition (temporary/ongoing)
3. A description of the effectiveness of current treatment,
4. Recommendations for additional treatment/assistance; information on how best to accommodate student in an educational setting

Verification of Learning Disability

Student must provide documentation of a learning disability that currently substantially limits some major life activity, including learning. This documentation must be provided by a trained specialist (i.e. a licensed therapist, educational psychologist, psychologist, psychiatrist, neurologist, or certified learning specialist) and include the date and location in which testing was conducted. Documentation must be current with testing having occurred within the previous three years. High school I.E.P's are admissible only if they contain complete testing information and were conducting, reviewed, and/or updated within the previous three years.

In addition to testing results, documentation should include a summary analysis and recommendations by the professional as to which accommodations may be most appropriate for assisting the student in an academic setting.

Acceptable Test Instruments:

Both of the following minimum standards in section A and B need to be met in the assessment process:

A. Use of one instrument from the following list of Intellectual Assessment tools:

- Woodcock Johnson Psycho-Educational Battery-Revised (Standard and Supplemental Batteries) (WJPEB-R)
- Wechsler Adult Intelligence Scale-Revised III (WAIS-R or WAIS-III)
- Wechsler Intelligence Scale for Children - Revised or III (WISC-R or WISC-III), if taken before the age of 16 and within the past three years
- Stanford-Binet Intelligence Scale (4th Edition)

B. Use of one instrument from the following list of Achievement Tests:

- Woodcock Johnson Psycho-Educational Battery-Revised Tests of Achievement, Standard Battery (Knowledge and Supplemental Battery optional) (WJ-R)
- Wechsler Individual Achievement Test (WIAT)
- Stanford Test of Academic Skills (STAS)
- Scholastic Abilities Test for Adults (SATA)

Verification of Physical Disability/Other Health

A certified medical professional will need to provide a written document stating the nature and extent of any physical disability which may need to be accommodated while on campus. Disability is defined as a condition that “currently substantially limits some major life activity, including learning.”

The letter should indicate if this is an ongoing or temporary disability. If temporary, an approximate timeline for services needed should be included. This letter should also indicate, specifically, how this disability may impact the student in an educational setting, and list appropriate recommendations or accommodations needed to assist this student while at the university.