TREATING PROFESSIONAL AND STUDENT REFERENCE GUIDE

* The Americans with Disabilities Act defines a disability as a physical or mental impairment that *substantially* limits one or more major life activities.

DEPENDING ON THE DISABILITY, DOCUMENTATION SHOULD INCLUDE:

1. **Diagnostic statement identifying the disability.**
   - DSM-IV IR or ICD diagnosis
   - Date of most recent office visit
   - Date of original diagnosis

2. **Diagnostic criteria and or diagnostic test used.**
   - Diagnostic test utilized and administration date if applicable
   - Results of the procedures
   - Visual Acuity information
   - Audiology report

3. **Description of the current functional impact of the disability based on the following guidelines.**
   - **Medical, Physical, Psychological, and ADHD Disabilities**- provide current, comprehensive documentation of the disability. Comprehensive documentation that includes the onset of the disorder, history of symptoms, severity, limitations to functional activities, and current treatment regime must be completed by the student’s diagnosing or treating physician. If Housing or Dietary needs are required, please provide detailed information to ensure appropriate support.
   - **ADHD**- Identify specific criteria for ADHD type on the Documentation Form.
   - **Physical**- If a Personal Attendant is needed, please complete the form below for a Personal Attendant. The form will need to accompany the Documentation Form.
**Personal Care Attendant** form is to be submitted in conjunction with the Documentation form: [http://www.ds.uncc.edu/StudentServices/PersonalCareAttendant.htm](http://www.ds.uncc.edu/StudentServices/PersonalCareAttendant.htm)

- **Learning Disabilities** - A current (within 3 years) neuropsychological or psycho-educational evaluation for the diagnosis of a specific learning disability must be submitted on letterhead of the qualified professional, and it must provide clear and specific evidence of a learning disability. **There is no need to submit a Documentation Form.**

4. **Description of current and past treatments, medications, assistive devices and service accommodations.**
   - Significant and potential side effects to performance should be noted.

5. **Description of the expected progression or stability of the impact of the disability over time.**

6. **Recommendations for academic accommodations.**

7. **Credentials of the diagnosing professional(s).**
   - The Americans with Disabilities Act defines a disability as a physical or mental impairment that **substantially** limits one or more major life activities. **To properly evaluate eligibility and identify appropriate services this form must be fully completed by a licensed treating professional.**
   - Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided.
   - When applicable, it is important to have supporting information (evaluation reports, letters from specialist) on an official letterhead.