



## Process and Documentation Guidelines

Disability Services

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# Process and Documentation Guidelines

**Registering with Disability Services** is an interactive process that involves student self-report and a Disability Services Specialist's observation and interaction. Documentation may be requested from external sources (e.g., documentation from a healthcare provider). To begin the process, complete and submit the Disability Services intake form and submit any disability/accommodation documentation that you have and think is appropriate. All forms of documentation are meaningful and should be mined for pertinent information. In the event that you do not have documentation, contact our office to consult with a Disability Services Specialist to discuss next steps.

**Documentation** – Disability Services collaborates with students to provide reasonable accommodations that are individualized and based on documentation, functional limitations, and a collaborative assessment of needs. Criteria for the source, scope, and content of documentation varies with each individual situation. Helpful information may include medical records, evaluations (e.g., psychological, psychoeducational, neuropsychological), comprehensive school records, or a detailed assessment from a diagnosing/treating healthcare provider.

### Documentation should include:

- Qualifications and credentials of the diagnosing/treating evaluator or licensed professional in the field related to specific diagnosis or impairment.
- Diagnostic information that identifies the impairment/disability, provides information about the functional impact on the student's ability to participate in Mason's educational programs and services, and details typical progression or prognosis of the condition.
- A description of the diagnostic methodology used (e.g., criteria, methods, procedures, clinical narrative, observation, specific results).
- A description of current and past accommodations, services, medications, auxiliary aids, assistive devices, and support services that are logically related to functional limitations.

\*\*Other universities and companies that administer entrance/qualifying exams (e.g., ETS, GRE, LSAT) may require more extensive documentation if you are seeking accommodations similar to those you have in place at Mason. Research other universities' and companies' requirements well in advance of requesting accommodations.\*\*