Under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protection and rights to accommodations based upon documentation. The documentation must indicate that the disability substantially limits some major life activity.

Please submit the ADA required information in your letter (listed below). Your letter should be written on official letterhead (Please attach this sheet to the letter):

- Student name, clearly spelled out.
- Doctor making diagnosis, including signature on letter.
- A clear statement of the diagnosed disability.
- An educational, developmental, and medical history of presenting symptoms as it relates to the diagnosis.
- A list of all assessment instruments and relevant scores used to make the diagnosis (if possible).
- A description of the functional limitations resulting from the disability.
- A list of the recommended educational accommodations.
- A statement of why the disability qualifies the applicant for accommodations requested.
- Explain the impact of medication on the student’s ability to function in an academic environment.

This Documentation IS NOT accepted by ADA and does not meet ADA law:
- A brief note from a doctor that simply requests an accommodation.
- Information or notes written on prescription pads.
- Copy of after-care instructions.
- Documentation of learning disabilities which is not comprehensive or which identifies “learning problems” or “learning challenges” but does not specifically diagnose a learning disability.