



Student Disability Services  
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## DOCTOR'S LETTER CHECK LIST FOR ACCEPTABLE DOCUMENTATION

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.