

Oakland Community College

Guidelines for Documentation of a Disability

Appropriate documentation of a disability is a necessary part of determining reasonable accommodations for students with disabilities. Institutions may request documentation for the following reasons:

- To verify the existence of a disability.
- To determine if a student's Functional Limitation substantially limits a Major Life Activity defined by the ADA and Section 504.

Functional Limitation – A substantial impairment in the individual's ability to function in the condition, manner or duration of a required major life activity.

Examples of Major Life Activities include walking seeing, hearing, breathing, learning, concentrating, and thinking.

New High School Graduates or High School Guest Students

- Individualized Education Plan (IEP) – The best documentation is the most recent Psychological Evaluation performed by the School Psychologist.
- Standalone IEP or 504 Plan must include diagnosis, functional limitations, and impact on major life activities.

To document a formal diagnosed condition

A medical evaluation or documentation letter from a qualified professional licensed to diagnose the student's condition should contain:

- A specific diagnosis (and DSM code, if applicable).
- Comprehensive test results used to arrive at the diagnosis based upon an adult population
- The name, title, and licensing of the individual making the diagnosis. Documentation reports need to be on professional letterhead, completed in English, dated, and signed by the licensed professional.
- Statement of the degree of impact the disability has on a major life activity.
- Any relevant information regarding current treatment and/or medications.

Please note:

- Documentation requirements may vary based on the nature of the condition.
- Oakland Community College determines the appropriate reasonable accommodations for a student in a given class offered by the college.