

Documentation Guidelines



Sources of information used to verify a disability and to determine accommodations may include a student's self-report, direct observation and interaction with the student, and/or documentation from qualified evaluators or professionals.

Student Self-Report

Students should complete the Accommodation Request Form which provides students an opportunity to describe their disability and the accommodations they are hoping to receive. Students may supplement the Accommodation Request Form with an additional letter if needed. Students may consider including information about their experiences related to their disability, barriers faced, and/or previous accommodations.

Documentation

Disability related documentation should provide information on the functional impact of the disability so that effective accommodations can be identified. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g., accommodation agreements/letters, 504, IEP, or ARD documents).

Suggested Documentation Elements:

1. Typed on letterhead, dated, and signed by a qualified professional.
2. Diagnostic Statement with any related diagnostic methodology (diagnostic criteria and/or procedures).
3. Functional impact or symptoms. (Impacts inform which accommodations are appropriate.)
4. Severity and/or expected progression.
5. Current medication(s) and any related side-effects.
6. Current and/or past accommodations.
7. Any recommended accommodations.

Send Documentation by Mail or Fax to:

Disability Services
Texas A&M University
Attn: Documentation Coordinator
701 West Campus Blvd; 1224 TAMU
College Station, TX 77843-1224
Fax: 979-458-1214