Documentation Guidelines

Sources of information used to identify reasonable 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 additional information 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 impact of the disability so that appropriate 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. State the disability or disabilities.
3. Describe the impact or symptoms of the disability.
4. If appropriate, discuss the severity and/or expected progression.
5. If appropriate, list medication 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
1224 TAMU
College Station, TX 77843-1224
Fax: 979-458-1214

Phone: 979-845-1637 (voice/relay)