Documentation Guidelines

Disability Resources
DIVISION OF STUDENT AFFAIRS

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, and diagnosticians. Copies of accommodations approved from a previous school(s) such as accommodation agreements/letters, 504 plans, IEPs, ARD documents and/or standardized exams can also be included as additional supporting information.

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 email, fax, or postal mail to:

Disability Resources
Texas A&M University
471 Houston Street; 1224 TAMU
College Station, TX 77843-1224
Fax: 979-458-1214
Email: disability@tamu.edu
Phone: 979-845-1637

- If you want to send in medical documentation in a secure electronic format, you can use an encrypted file share service such as Filex (https://filex.tamu.edu) or WeTransfer (https://wetransfer.com) then send the link to the encrypted file and the decryption code to disability@tamu.edu.