

# Northeast Lakeview College

## Guidelines for Documenting Your Disability



**DISABILITY SUPPORT SERVICES**

**STCM 222H**

**Tel: (210) 486-5487**

**Fax: (210) 486-9199**

**Email: [fhalford@alamo.edu](mailto:fhalford@alamo.edu)**

# THE PROCESS



## DOCUMENTATION MUST:

### State the Specific Disability

- Diagnosis (DSM IV-TR/ICD-9 Code, if appropriate)

### Be Current

- Usually within the last 5 years (see next section)

### Provide relevant educational, developmental & medical history

### Describe the comprehensive testing & techniques

- Including evaluation date(s) and test results with subtest scores from measures of cognitive ability, academic achievement, and information processing

### Describe functional limitations

- As related to the disability in an educational setting

### Describe the specific accommodations requested and why

### Establish the professional credentials of the evaluator

- Including license, license #, area of specialization, etc.
- The letter should be written on official letterhead & signed

## WHAT DOES “CURRENT” MEAN?

### Learning Disabilities

Current = 5 years or less

Testing should be comprehensive and address (but is not limited to) the following domains:

- Overall Ability/IQ
- Academic Achievement
- Information Processing

### ADHD & Other Health Impairments

Current = 2 years or less

These are health conditions and typically require diagnosis and treatment through your physician

Disability Services has a form you can use to aid in documentation

### Psychiatric/ Psychological

Current = 6 months or less

Current diagnosis, status, and educational limitations should be documented by your treating physician or psychological professional

Documentation should include current medications

**ACCESS DOES NOT MEAN *AUTOMATIC SUCCESS*...Northeast Lakeview College ensures ACCESS. YOU create SUCCESS!**

**Important things that you can do to help:**

- Request accommodation letters at the beginning of EACH semester *after* you are registered. Once the letters are ready, pick them up and deliver them to your instructors.
- Work with your instructor(s) to decide on the details of your testing location.
- If you know that you have attention problems, do not sign up for long classes.
- If you are weak in basic math skills, do not take math classes that only meet once a week.
- If you know that you have problems interacting with others, do not take classes that require a lot of group participation.
- Classroom behavior is *your* responsibility. You are expected to follow the Student Code of Conduct.
- If you have trouble reading, do not take several heavy reading classes at the same time.
- Follow recommended health maintenance routines.

*We want you to be the best you can be!*

***The presence of an I.E.P. or 504 Plan does not automatically guarantee students' eligibility for accommodations. All documentation will be reviewed on an individual, case-by-case basis.***

**Helpful Links:**

Testing Information & Practice - ACCUPLACER™  
[www.alamo.edu/nlc/t\\_accuplacer.htm](http://www.alamo.edu/nlc/t_accuplacer.htm)

Educational Testing Service—Disability Accommodations [www.ets.org](http://www.ets.org)

Association on Higher Education & Disability(AHEAD)  
[www.ahead.org/resources/bestpracticesdoc.htm](http://www.ahead.org/resources/bestpracticesdoc.htm)

Professional Licensing & Certification Division  
[www.dshs.state.tx.us/plc/default.shtm](http://www.dshs.state.tx.us/plc/default.shtm)

Disabilities, Opportunities, Internetworking & Technology [www.washington.edu/doit](http://www.washington.edu/doit)

The Alamo Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. For any special accommodation issues or an alternate format, contact Northeast Lakeview College Student Services Department at 486-5487.

Northeast Lakeview College

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