

Documentation Guidelines

Documentation is the paperwork that proves that you have a disability. The paperwork should show the limitations caused by your disability or disabilities. You provide documentation except in rare cases where:

- the disability is visible and
- the requested accommodations involve only the visible disability

MCTC does not test for disabilities

A practitioner qualified to make the diagnosis creates documentation of a disability. Documentation should be current for describing the effect of the disability and include:

Diagnosis: Include a statement of the medical, physical, cognitive, or mental health impairment caused by recognizable diagnosis. We prefer that the diagnosis be drawn from the most recent edition of the DSM or ICD.

History: Include relevant background information and the initial date of diagnosis. The date can be when the certifying practitioner accepted a previous diagnosis and began treatment or services.

Names of relevant tests and results: Provide information that shows how the practitioner arrived at the diagnosis. This may include test names, results and discussion if applicable. This data is especially important when the disability is a cognitive disability (acquired or developmental), learning disability, or a type of Attention Deficit Disorder;

Severity of disability: Discuss the extent to which the disability greatly limits a major life activity. Discussing functional limitations as they relate to learning and participation and educational activities is especially important. Also, discuss expected progression or stability of limitations.

Method(s) of current treatment: Discuss the current treatment protocol and desired outcome. Include prescribed medication and side effects.

Recommendations: Include observations on the student and recommendations for academic adjustments and auxiliary aids (accommodations).

Individual Education Plans/Programs (IEP) or 504 Plans from high school cannot be used as documentation. Also, documentation written on a prescription pad usually does not give Disability Services enough information about how the disability affects your ability to participate in classes. A practitioner's accommodation suggestions are considered. However, the college is not required to provide accommodations recommended by a practitioner or a counselor from Vocational Rehabilitation.