Area Managers cannot authorize any accommodation unless it is supported by documentation. Your documentation determines which accommodations you may be eligible to receive. In accordance with prevailing state and federal laws, this documentation must include each of the following:

Statement of disability, including DSMIV diagnosis where appropriate.

Statement of clearly defined limitations related to the disability. Note that these limitations must affect a major life activity as established by the ADA. Recommended accommodations should be appropriate to an educational setting.

All documentation must be signed and dated by a clearly identified diagnostician on official letterhead; reports should include contact information for the individual providing the diagnosis.

**DISABILITY --- DIAGNOSTICIAN**

ADD, ADHD --- Psychologist, Psychiatrist, Physician

Emotional Disability --- Psychologist, Psychiatrist

Visual Impairment --- Ophthalmologist

Hearing Disability --- Certified Otologist, Audiologist

Learning Disability --- Psychologist, Neuropsychologist, School Psychologist

Physical Disability (Other Medical) --- Physician, Nurse Practitioner

|  |  |  |  |
| --- | --- | --- | --- |
| Diagnostician Name |  | Date |  |
| Diagnostician Agency |  |  |  |
| Agency Contact Name |  |  |  |
| Agency Contact Phone |  |  |  |
| Learner Name |  |  |  |
| Learner Signature |  | Date |  |

Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Area Manager |  | Date |  |