



# Support Services for Academic Success Disability Services

## Documentation Guidelines - Physical and Chronic Health Conditions

The following guidelines are provided for evaluators, physicians, medical professionals, students, and family members to guide the process of submitting documentation to the Disability Services office at Capital Community College. Please provide the information on typed letterhead.

### **Documentation Requirement Checklist:**

In order for the Disability Services office to determine eligibility for academic adjustments for a student, documentation must include the following information. These requirements have been provided in a clear format to follow when preparing documentation for review.

### **Evidence of Existing Impairment:**

- Statement of diagnosis(es) or impairment(s)
- Date and/or age of onset of medical/chronic health condition
- Discussion of the nature, frequency, and severity of the symptoms of the condition(s)
- An assessment of the functionally limiting manifestations of the condition(s) for which accommodations are being requested

### **Current Medications (if applicable):**

- If applicable, description of any current medications and/or treatments including frequency and dosage, including any adverse side effects due to the medication/treatment

### **Recommendations**

- Specific recommendations regarding academic adjustments, auxiliary aids and/or services including a rationale for each accommodation based on the individual's identified functional limitations

### **Evaluator Qualifications**

- Name and title, license # (if applicable), address, phone number, fax number, email address, and signature on typed letterhead.

The completed documentation may be given directly to the student to submit or it may be forwarded to the following address:

### **Capital Community College Disability Services**

**950 Main Street; Hartford, CT 06103**

**Questions can be directed to: Phone: (806) 906-5204 Fax: (860) 906-5049\***

\*While faxes are accepted, the Disability Services office encourages the submission of original documents whenever possible.