



## Documentation Guidelines for a Psychotic Disorder / Psychological Disorder

The guidelines below are provided to facilitate the process of obtaining the necessary documentation to validate the existence of a Psychotic Disorder/Psychological Disorder. Students requesting disability related services on the basis of a Psychotic Disorder/Psychological Disorder are required to provide their evaluator with a copy of these guidelines. Guilford Technical Community College or the evaluator cannot be held responsible for the documentation not being acceptable to validate the existence of the disability if the student fails to give the evaluator a copy of these guidelines.

Acceptable documentation should include:

1. Current Impact- Documentation must show the current DSM Code for Psychiatric Disabilities or Psychological Disabilities. Evidence of current impairment, which have been present for at least the past six months, and which impair functioning in two or more settings (e.g., school, work, home) must also be identified.
2. Neuropsychological or psycho-educational assessments that have information and/or test scores to rule out possible diagnoses including medical conditions as well as educational factors which impact the individual. (Use the Guidelines for Documentation of Learning Disabilities to complete this documentation)
3. Documentation must give clear and specific evidence of Psychiatric Disabilities or Psychological Disabilities. *A brief statement on a prescription form is not acceptable.*
4. A clinical summary which: (a) indicates the substantial limitations to major life activities posed by the disability, and (b) describes the extent to which these limitations would impact the academic context for which accommodations are being requested.
5. Documentation should reflect the current level of functioning and is dependent on the condition, the current status of the student and the student's request for reasonable accommodations. Suggestions of reasonable accommodations are helpful. These suggestions should be linked to the impact of the disability.
6. Regarding medication, please provide information about the effects of medication, which may have an impact on the student's abilities to perform.
7. The professional conducting assessment and rendering diagnosis of Psychiatric Disabilities or Psychological Disabilities must be qualified to do so. The person who signs the report must be the one who conducts the evaluation and writes the report. (Documentation by family members, immediate or otherwise, is not acceptable.)

*All documentation is  
confidential and should  
be submitted to:*

*Guilford Technical Community College  
601 High Point Road  
Jamestown, NC 27282  
Fax: 1-336-232-9803*