



## Documentation Guidelines for a Chronic Medical Condition

The guidelines below are provided to facilitate the process of obtaining the necessary documentation to validate the existence of a chronic medical condition. Students requesting disability related services 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.

Nonspecific disabling injuries include but are not limited to all chronic health conditions (asthma, diabetes, sickle cell anemia, etc.), orthopedic injuries or impairments or any other condition which substantially limits a student's participation academically.

Acceptable documentation to establish the existence of a chronic medical condition and support the student's request for accommodations and services should include:

1. Documentation must be comprehensive and establish clear evidence of a significant impact on academic functioning.
2. Documentation must be recent in order to assess the current impact on academic functioning. Documentation is assessed on a case by case basis by the Disability Services Office Counselor.
3. 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 and should be linked to the impact of the disability.
4. Regarding medication, please provide information about the effects of medication, which may have an impact on the student's abilities to perform.

**NOTE:** The professional conducting the assessment and rendering the diagnosis of a chronic medical condition 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