



Documentation Guidelines for a Physical Disability

The guidelines below are provided to facilitate the process of obtaining the necessary documentation to validate the existence of a physical disability. 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.

Students requesting accommodations on the basis of a physical disability must provide documentation by a professional who has undergone comprehensive training and has relevant experience in differential diagnosis and the full range of knowledge of physical disabilities. (A school plan such as an Individualized Educational Plan [IEP], Summary of Performance [SOP], or 504 Plan are not sufficient documentation.) Documentation must give clear and specific evidence of the physical disability. A brief statement on a prescription form is not acceptable.

Acceptible documentation should include:

1. A clinical summary which:
 - a. indicates the substantial limitations to major life activities posed by the disability,
 - b. describes the extent to which these limitations would impact the academic context for which accommodations are being requested, and
 - c. describes any functionally limiting manifestations of the condition(s) relevant to participation in any aspect of college life.
2. 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 very helpful. These suggestions should be linked to the impact of the disability.
3. Regarding medication, please provide information about the effects of medication, which may have an impact on the student's abilities to perform.
4. Evaluations must be comprehensive. Documentation must identify the specific physical disability(ies).

NOTE: The professional conducting the assessment and rendering the diagnosis of physical disability 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: (336) 819-2030*