



Documentation Guidelines for Medical and/or Physical Disabilities (including Allergies/Asthma)

The Student Disability Services office will accept current diagnoses of medical/physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists).

Currency of Documentation: The provision of all reasonable accommodations, adjustments, and auxiliary services are based upon assessment of the current impact and limitations of the disorder on the student's academic performance and/or residential status. Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the student's learning environment and/or living situation. The documentation, in general, must be no more than 3 years old and more recent documentation may be required in some cases.

The report should be printed on professional letterhead and may not be written by an immediate family member of the individual. The report should be faxed to the Student Disability Services office at 641-784-5487 or mailed to Graceland University, Attn: Student Disability Services office Lib 012, 1 University Place, Lamoni, IA 50140.

Diagnostic Report

A comprehensive report should contain the following information:

- a. Diagnosis
- b. Date of initial identification
- c. Date of current evaluation
- d. Current treatment and restrictions with expected duration of each
- e. Prognosis or expected future status
- f. Impairments resulting from the diagnosis
- g. Functional limitations, especially for school-related functions
- h. Recommendations for accommodations, including rationale
- i. If medication is prescribed:
 - i. Impact on school functioning, including attendance
 - ii. Known side effects related to school functioning, if any
- j. If applying for a housing and/or dining accommodation, please include all functional limitations directly related to residential living and/or the meal plan. Please include a rationale for each recommendation.
- k. General comments from the evaluator are welcomed and appreciated.

Further assessment and/or documentation by an appropriate professional may be required if there are co-existing disabilities indicated. If learning, attentional, or physical disorders are involved, please refer to the documentation guidelines for those specific disabilities.