

# Rock Valley College Disability Documentation Guidelines

Prospective students of Rock Valley College (RVC) who wish to seek academic accommodations must present complete and appropriate documentation of a disability. The documentation must have been completed by a certified professional and should be recent enough to reflect current functioning. **Note: generally IEPs and 504 plans, when presented alone, are insufficient documentation for support services, although they may be included as part of a more comprehensive assessment.** The following is a list of some of the professionals who are qualified to complete documentation, (according to the disability).

Any qualified student with a disability requesting reasonable accommodations at RVC will need to:

1. Arrange to meet with the Coordinator of Disability Support Services (DSS) to complete an intake assessment (this is recommended *prior* to taking the entrance exam).
2. Present formal documentation of your disability at the intake assessment, or make the necessary arrangements to have the documentation mailed, faxed, or hand-delivered to the DSS office. As required by the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act this documentation must show how the disability is *substantially* limiting to one or more major life activities.

Disability	Appropriate Diagnosticians
ADD, ADHD	Clinical Psychologist, Psychiatrist, Physician, Neuropsychologist
Head Injury, TBI	Physician; neurologist; psychiatrist; licensed clinical, rehabilitation and school psychologists
Hearing Impairment./Deafness	Licensed Audiologist, Certified Otologist
Visual Impairment/Blindness	Ophthalmologist, Optometrist
Physical Disability/Systemic Illness	Physician, Neurologist, Psychiatrist, Nurse Practitioner, Medical Doctor
Learning Disability	School or Clinical Psychologist, Learning Disabilities Specialist
Psychiatric/Psychological/Emotional	Licensed Clinical Social Worker, Licensed Professional Counselor, Psychologist, Psychiatrist, Neurologist

### Diagnostic Report/Documentation should include:

- A complete diagnosis of the disability (if learning disability must describe which areas are affected: ex., auditory processing deficit, reading disorder, dyslexia, etc.) and date the evaluation was done. Evaluation should be recent enough to reflect current functioning;
- Description of the diagnostic criteria and/or diagnostic test(s) used to reach the diagnosis (**should use adult- based assessment tools**) and the scores received;
- The current functional impact of the disability (especially as it relates to the post secondary environment);
- Treatment, medications, assistive devices/services currently prescribed;
- Progression or stability of the impact of the disability over time;
- Recommendations for accommodations, adaptive devices and assistive/support services for a *postsecondary* environment; and
- Credentials and contact information of the diagnosing professional.

If you have any questions regarding the above, or would like additional information on support services available to students with disabilities please feel free to contact:

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