

Tennessee State University

Office of Disability Services

Documentation Requirements

Physical Disability

High schools provide educational assistance based on the Individuals with Disabilities Education Act (IDEA). IDEA protects rights for students to be educated with peers. Services in college are provided under the Americans with Disabilities Act (ADA). The ADA simply ensures that students with disabilities have an equal opportunity to receive an education. It is important to understand that although reasonable academic adjustments can be offered, students no longer receive the total services that an Individualized Education Plan (IEP) provided in high school. For students to qualify for services under the ADA, they must provide documentation of a disability that substantially limits one or more major life activity. Services cannot begin until the required documentation is received and reviewed. TSU's documentation requirements for **physical** disabilities are detailed below.

Documentation requirements:

- I. A **qualified professional** must conduct the evaluation. For a physical disability, the documentation needs to be from a **licensed physician or specialist qualified to make the diagnosis**.
- II. Information received must be on **official letterhead** that includes the licensed professional's name, title, certification/license, mailing address, telephone number and the professional's **manual** signature. Prescription pad reports are not acceptable.
- III. Documentation should be **current**.
 - Completed or re-evaluated within the three years, preferably no more than six months old.

IV. Documentation should be in narrative form and needs to **include**:

- Specific diagnosis
- Date of the diagnosis
- Last clinical contact
- Current medications and/or other treatments for the condition
- A brief description of the procedures (e.g. clinical/diagnostic interview, diagnostic tests, etc.) that were used to assess/diagnose the medical condition and rule out other explanations
- Estimated effectiveness of treatment in lessening the impact of the disability
- Please indicate whether the condition is permanent or temporary. If temporary, please provide prognosis
- A description of the current severity of the medical condition and functional limitations
- Descriptions of the effect of the disability in the educational setting.
- Attach any additional information you feel is relevant in determining accommodations for this student.
- Specific recommendations for academic adjustments that are realistic and can be reasonably provided by postsecondary educational institutions will be considered.

NOTE: An Individualized Education Plan (IEP) or a 504 Plan may be included for the purpose of supplying additional information; however, they are insufficient in and of themselves. Additional information may be requested to determine the appropriate reasonable accommodation for the student.

TSU understands that documentation provided by military or veteran medical facilities may be different in appearance or content. Professionals in the Office of Disability Services will work the veterans to determine appropriate documentation.

CONFIDENTIALITY: The Office of Disability Services staff will adhere to the University's confidentiality policy regarding the release of information concerning student's records. This office will not release any information, including personal information, or any part of the requested documentation without the candidate's informed consent unless compelled by a legal process of subpoena.