

Disability Resource Center The College of St. Scholastica

LEARNING DISABILITY DOCUMENTATION GUIDELINES

Students requesting accommodations from the Disability Resource Center due to a learning disability must provide current and comprehensive documentation from a **Qualified Professional** of the learning disability. A qualified professional includes the following types of licensed psychologists: clinical, educational, school, and neuro-psychologist.

IN ORDER TO BE CONSIDERED CURRENT, AN EVALUATION PERFORMED BEFORE AGE 18 MUST HAVE BEEN PERFORMED WITHIN **3 YEARS** PRIOR TO THE STUDENT'S REQUEST FOR ACCOMMODATION(S). AN EVALUATION PERFORMED DURING OR AFTER AGE 18 MUST BE NO MORE THAN **5 YEARS** OLD.

The documentation provided must include information that diagnose a learning disability, describes the functional limitations in an educational setting, includes appropriate testing as outlined in # 5 with all standardized scores, and indicates the severity and longevity of the learning disability for the purpose of determining academic adjustment(s) or other accommodations.

The following information is a guide to what must be contained in the documentation.

1. Diagnosis (as diagnosed by the DSM-IV-TR):

2. Level of Severity : Mild Moderate Severe

3. Date of Diagnosis: _____

4. Date of Last Contact with Student: _____

5. One of each of the following should be included in the documentation:

A. Diagnostic Interview (including history)

B. Aptitude -**Must include one of the following tests.**

- Weschler Adult Intelligence Scale-III
- Woodcock-Johnson Psychoeducational Battery Revised: Test of Cognitive Ability
- Kaufman Adolescent and Adult Intelligence
- Stanford-Binet Intelligence Scale (5th ed.)

C. Achievement - **Must include one of the following tests.**

- Scholastic Abilities Test for Adults;
- Stanford Test of Academic Skills
- Woodcock-Johnson Psychoeducational Battery-Revised: Test of Achievement
- Wechsler Individual Achievement Test

D. Information Processing (if applicable)

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The documentation should also contain the following information:

6. Provide a summary of the student's educational, medical, and family history that may relate to the learning disability (must demonstrate that difficulties are not the result of sensory impairment, serious emotional disturbance, cultural differences, or insufficient instruction)
7. Describe the symptoms which meet the criteria for the DSM-IV TR diagnosis with the approximate date of onset.
8. Describe the student's functional limitations in an educational setting.
9. Please indicate the **RECOMMENDATIONS** you have regarding necessary and appropriate auxiliary aids or services, academic adjustments or other accommodations to equalize the student's educational opportunities at CSS.

Please return this form directly to:

The College of St. Scholastica
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