

Please provide this document to your medical/professional provider for reference.

Disability Services documentation serves two main purposes: (1) to establish that an individual has a disability and (2) to describe and document the functional impact of the disability for use in establishing for the need and design of accommodations. Documentation will be used to evaluate requests for reasonable accommodations and/or assistive devices/services. The evaluation process will include the impact of the documentation on the goals and standards of the programs, course and/or activity. The documentation should include the following:

- A diagnostic statement identifying the disability, date of the most current diagnostic evaluation, and the date of the original diagnosis
- A description of the diagnostic tests, methods, and or criteria used
- A description of the current functional impact of the disability which includes specific test results and the examiner's narrative interpretation.
- Treatment, medications, and/or assistive devices/services currently prescribed or in use
- A description of the expected progression or stability of the impact of the disability over time, particularly the next few years.
- The credentials of the diagnosing professionals if not clear from the letterhead or other forms.
- Specific recommendations for academic accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services

Documentation should be current, preferably within the last three years. Documentation for learning disabilities will be considered current if it is within the three-year time frame or if it has been adult normed (testing done after age 16).

The above documentation may be given to the student to personally deliver to the Disability Services Provider or may be mailed to:

South Piedmont Community College
Disability Services Provider
Student Services Office
L. L. Polk Campus
PO Box 126
Polkton, NC 28135

or

South Piedmont Community College
Disability Services Provider
Student Services Office
Old Charlotte Highway Campus
PO Box 5041
Monroe, NC 28111-5041

The information you supply to us is for the purposes of verifying the diagnosis of disability and establishing accommodations in an educational setting. Our records are part of the student's file and thus are available for inspection by the student upon request. Please keep this in mind when sending the requested information.

Providers with further questions or concerns, please contact Counselors@spcc.edu.