

## Documentation Guidelines for Health Care Professionals

### Purpose of this Memo

Your patient self-identified to Adaptive Educational Services (AES) at Indiana University-Purdue University Indianapolis (IUPUI) as having a physical, health, or psychological condition covered by the Americans with Disabilities Act Amendments Act (ADAAA). These guidelines reflect the documentation requirements issued by the Educational Testing Services ([www.ets.org](http://www.ets.org)) and the Association for Higher Education and Disability ([www.ahead.org](http://www.ahead.org)).

### Credentials

- The documentation letter must be submitted on letterhead that includes your printed name, a signature, and your credentials as a medical/psychological professional.
- Documentation written by a student's family member will not be accepted because of professional and ethical considerations.
- Please identify your area of specialty.

### Diagnostic Statement

- Provide a specific diagnosis (or diagnoses) of the student's condition.
- Include any relevant information about steps that were taken to determine this diagnosis (i.e., medical examinations, assessment instruments, etc.)
- Indicate when the student received each diagnosis.
- Indicate when your treatment of the student began.

### Functional Limitations

- Provide a detailed description of any functional limitations the student has when performing a major life activity, such as: Walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, or performing manual tasks.
- If the student takes medication which may include side effects affecting the student's academic experience, please list the medication(s) and the side effect(s).

### Recommendations and Rationale

- Please include specific recommendations for any accommodations this student may need in order to access their educational content.
- Please provide a rationale for each recommended accommodation along with any other information that might help our office assist this student.