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) and the Association for Higher Education and Disability (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.