

Documentation Guidelines Summary Central Arizona College

Recent Documentation is Mandatory to Access Disability Resource Services at Central Arizona College

In order to be eligible for disability-related services, students must have a documented disabling condition as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under these federal regulations, a person has a disability if he/she has a physical or mental impairment that substantially limits one or more of his/her major life activities; has a record of such impairment; or is regarded as having such an impairment.

Further, a qualified individual with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

It is the student's responsibility to provide the documentation of their disability.

This documentation must include a **diagnosis by a qualified professional for that disability type**. Documentation should also include the impact the disability has on the student major life activities and the **functional limitations** it imposes. **Recommendations for accommodations** and/or a history of the accommodations that have proved to be effective for the student should also be described. **Documentation should not be older than three years.**

So in short, documentation should include:

- 1) The disability/diagnosis from a qualified professional for the specific disability**
- 2) Descriptions of the functional limitations**
- 3) Recommended accommodations with rationale**

For learning disabilities, typically an IEP alone is not enough, but the IEP along with the most recent assessments would probably be sufficient. If recent testing has not been done then a letter from the school psychologist (or LD specialist) indicating the previous test results are still consistent with present performance would suffice. Questions? Call Disability Resource Coordinator (520) 494-5409.