



Documentation Guidelines

Reasonable accommodations will be determined based upon documentation and through discussions with the student regarding functional limitations and the services and programs to be accessed. Qualified third-party documentation **should include recommendations for academic accommodations**. Final determinations on academic accommodations/adjustments will be made by the Student Disability Services office.

Information that establishes a history of a disability throughout the student's academic career is helpful in establishing the presence of a disability. Individual education plans (IEPs), Section 504 plans and summary-of-performance reports, while helpful, are **not** enough to establish the presence of a disability at the postsecondary level.

Prospective students and/or their treating professionals should contact the Student Disability Office if they have questions pertaining to these guidelines for documentation.

Below are a few links where students can get psychological evaluations administered for a variety of different diagnoses (learning disability, ADHD, autism, mental health concerns, etc.):

These tests are administered by a clinical neuropsychologist where a very detailed assessment will take place through an interview and a series of tests.

Columbia, MO area:

<https://www.burrellcenter.com/referrals/>

<https://healthprofessions.missouri.edu/health-psychology/clinical-services/adult-neuropsychology-clinic/>

<https://healthprofessions.missouri.edu/health-psychology/clinical-services/learning-disabilitycognitive-difficulties-clinic/>

St. Louis area:

<https://www.neuropsychologystl.com/adults.html>

<https://www.stlcch.com/patients/students-and-parents>

<https://www.gatewayneuro.com/adult-neuropsychology>

<http://www.umsl.edu/cbh/services/psychological-evaluations-assessment.html>

When documentation is requested, it should meet the criteria listed below. Documentation that is not on official letterhead, or does not provide a specific diagnosis (or diagnoses), will not be accepted.

Documentation should include:

- Credentials of the evaluator
- A diagnostic statement identifying the disability
- Description of the diagnostic methodology used
- Description of the current functional limitations
- Description of the expected progression or stability of the disability
- Description of current and past accommodations, services and/or medications
- Recommendations for accommodations and/or services
- Description of criteria for specific diagnosis
- Evaluation methods
- Procedures
- Tests
- Dates of administration
- Observations
- Specific results
- Clinical narrative
- One measure of aptitude (for a learning disability assessment)
- Measures of achievement in reading, math and written language (for a learning disability assessment)

Qualified Professionals

Each qualified professional must have expertise in the areas for which he or she is rendering a diagnosis — including the differential diagnosis of the documented medical, physical or psychological condition — and follow established practices in the field. A qualified professional should be fully licensed and credentialed and have no personal relationship with the individual being evaluated.

Qualified professionals include:

- Physicians
- Psychiatrists
- Psychologists
- Optometrists/vision specialists
- Audiologists
- Neurologists
- Counselors/Therapists
- Other

Submitting Documentation:

To submit documentation please **email:** ada@WilliamWoods.edu

To submit paperwork **in person** please stop by the Academic Building, room **109**

To **upload documentation** to our online Form, please fill out the Reasonable Accommodations Form on OwlNet

To submit paperwork through **fax:** 573-592-1164

Contact Director, Selena Meints at Selena.Meints@WilliamWoods.edu or 573-592-1194