

**Nebraska Methodist College
Documentation of a Disability**

To be completed by a qualified professional

Date: _____

Student Name: _____

Home Address: _____

Telephone: _____

Student Signature: _____

The above student has requested that you complete the following information to verify their disability. To ensure the provision of reasonable and appropriate services for students with physical and/or mental disabilities, students needing such services are required to provide current and comprehensive documentation of their disability. A diagnosis of a disorder in and of itself does not automatically qualify an individual for accommodations. The documentation must also support the request for accommodations.

We ask that you complete the following sections or provide a written report that addresses the areas listed below.

Please mail or fax the completed form or written report to:
Nebraska Methodist College

Nadira Ford-Robbins, MOL, Coordinator of Academic Success
Nebraska Methodist College, Josie Harper Campus
720 N. 87th Street
Omaha, NE 68114
FAX: 402-354-7010

Date of Diagnosis _____

Today's Date _____

ICD-10 and/or DSM-V diagnosis:

Tests and Scores used to determine diagnosis:

Diagnostic Interview Summary:

A statement of the current functional impact or limitations of the disability on learning or other major life activities

Recommended academic accommodations, along with rationale for how accommodation will address the student's disability:

Provide a summary of the student's educational, medical, and family history that may relate to the disability:

Signature: _____

Printed Name and Title: _____

Address: _____

Telephone: _____

Nebraska Methodist College prohibits discrimination based on race, ethnicity, sex, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, pregnancy, gender identity, status as a U.S. Veteran, or other protected class, that adversely affects their employment or education as well as discrimination on the basis of sex in any education program or activity receiving federal financial assistance. The following has been designated to handle inquiries regarding NMC's non-discrimination policies: Education Compliance Director at (402) 354-7259. For more information, please see NMC's Equal Opportunity/Non-Discrimination and Title IX—Sexual Misconduct policy at www.methodistcollege.edu.

Documentation Guidelines for Students with Disabilities

Eligibility is defined by *The Americans with Disabilities Act (ADA)* and is determined based on documentation. The ADA defines eligible persons as: “any person who (A) has a physical or mental impairment which substantially limits one or more of such person’s major life activities (B) has a record of such impairment, or (C) is regarded as having such an impairment.” Documentation must indicate that the disability substantially limits some major life activity including learning.

The student is responsible for providing documentation.

Diagnostic reports provided as documentation of a student’s disability must be on letterhead paper and include the diagnostician’s name, title, professional credentials, date and signature. The report should also include the student’s name, date of birth, and date of testing. *Please note that documentation on a doctor’s prescription pad will not be accepted.*

Information in the diagnostic report should include, but is not limited to:

- The specific diagnosis of the disability (i.e., International Classification of Diseases, 10th Edition [ICD-10], American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition [DSM-V[®]]) must be clearly stated and describe how the diagnosis was made.
- Information on the functional impact of the disability, including the major life activities that the disability substantially limits, including, without limitation, hearing, seeing, breathing, performing manual tasks, caring for oneself, and/or learning (reading and writing).
- Summary of educational, developmental and medical history relevant to the disability.
- A history of the disability, including previous settings in which accommodations, auxiliary aids, assistive devices, or support services have been granted. If there is no history of prior accommodations, the examiner must explain why current circumstances necessitate accommodations.
- Formal and/or informal methods of evaluation. Formal, standardized assessment may include diagnostic criteria, methods and procedures used, tests and dates of administration, and a clinical narrative. Informal methods should explain their role in the diagnostic process (i.e., history of accommodations, educational situations, and extent of the disability’s impact).
- Suggested recommendations for accommodations and a rationale for why the accommodation is needed.
- Current documentation, usually within the last three years.
- ADHD documentation must include evidence of early impairment, evidence of current impairment, and relevant testing information used to determine the diagnosis.

NOTE: Test anxiety by itself does not meet the criteria for testing accommodations.

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