

It All **MATTERS.**

Documentation Requirements: Learning Disabilities

Any individual interested in requesting reasonable accommodations due to a learning disability(ies) should refer to the Documentation Requirements below:

Requirements of the Medical Professional:

- A. Documentation must be completed by professional who has undergone comprehensive training and has relevant experience with conducting psycho-educational assessments with adolescents or adults (e.g., clinical or educational psychologists, school psychologists, neuropsychologists, learning disabilities specialists).
- B. Practitioners must follow their profession's Code of Ethics related to qualifications and conflicts of interest.
- C. Documentation must be: typed; dated; signed by the evaluator; and submitted to the Center for Disability Resources on professional letterhead in English.

Requirements of the Report:

- A. The report should validate the need for services based on the individual's current level of functioning in the educational or work setting. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, test scores, summary, and a diagnosis.
- B. Documentation must be current. Generally, Psychoeducational and/or Neuropsychological tests that are "adult normed" (often provided to a person at age 14-15 or older) are considered current despite the present age of the person.
- C. Documentation must contain information pertaining to the individual's current level of functioning. A clear explanation of how the symptoms currently cause significant limitations for the individual within the academic or working environment must be included.

NOTE: For students, an IEP or 504 Plan, while helpful, may not be sufficient on its own without accompanying Psychoeducational and/or Neuropsychological testing for the CDR to determine whether a student does or does not qualify for accommodations at Delaware State University.

Documentation meeting the above Documentation Requirements should be submitted in a timely manner to the Center for Disability Resources. Insufficient information may delay the accommodation process and the University reserves the right to request additional documentation necessary to determine whether or not an individual qualifies for reasonable accommodations.

**Dr. Ann S. Knettler
Director
Center for Disability Resources
William C. Jason Library, Room 204
1200 N. DuPont Highway
Dover, DE 19901**