

# Documentation Guidelines

## Accessibility & Disability Services Office



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Sources of information used to verify a disability and determine accommodations may include a student's self-report (for a visible disability), direct observation and interaction with the student, and/or documentation from qualified evaluators or professionals.

### Student Self-Report

**Students should complete the Accommodation Request Form**, which provides students an opportunity to describe their disability and the accommodations they are hoping to receive. Students may supplement the Accommodation Request Form with additional documentation if needed. Students may consider including information about their experiences related to their disability, barriers faced, and/or previous accommodations.

### Documentation

Disability-related documentation should provide information on the functional impact of the disability so that effective accommodations can be identified. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g. accommodation agreements/letters, 504 Plan, IEP/Evaluation Report, etc.).

### Suggested Documentation Elements:

1. Typed on letterhead, dated, and signed by a qualified professional
2. Diagnostic Statement with any diagnostic criteria and/or procedures
3. Functional impact or symptoms
4. Severity and/or expected progression
5. Current medication(s) and any related side-effects
6. Current and/or past accommodations
7. Any recommended accommodations

### Send documentation by mail, email or fax to the appropriate campus:

Ridgewater College, Hutchinson  
Accessibility & Disability Services Office  
Attn: Sarah Fosso  
2 Century Ave SE  
Hutchinson, MN 55350  
320.234.8650  
FAX: 320.234.8506  
[sarah.fosso@ridgewater.edu](mailto:sarah.fosso@ridgewater.edu)

Ridgewater College, Willmar  
Accessibility & Disability Services Office  
Attn: Jay Morrison  
2101 15th Ave NW  
Willmar, MN 56201  
320.222.8040  
FAX: 320.222.5216  
[jay.morrison@ridgewater.edu](mailto:jay.morrison@ridgewater.edu)