

**Ivy Tech Community College
Documentation Guidelines and Verification of
Physical, Medical, Neurological, & Psychiatric Disabilities**

Documentation must be prepared by a licensed professional who diagnosed or treated the student. Responses to the guideline questions should be typed on letterhead. Please do not submit handwritten documentation.

The documentation should include the following information: today's date, evaluator's printed name, evaluator's signature, evaluator's address, evaluator's fax, and evaluator's telephone.

Depending on the accommodation requested, additional documentation may be required.

Please respond to each of the following questions:

1. Date student was last seen.
2. List the diagnoses and any barriers impacting the student.
3. Severity of condition: mild, moderate or severe.
4. Describe the expected progression or stability of the disability over time.
5. How does the disability impact the student's overall functioning?
6. Describe any situations or environmental conditions that might lead to an exacerbation of the condition.
7. Describe any related effects of the disability or required treatment that may need consideration in the academic environment.

Please send or fax the requested information to the following:

Ivy Tech Community College Office
of Disability Support Services
Attn: <Name>
<Address>
<City, IN, Zip>
<Fax Number>