

## Documentation Checklist

The following checklist is designed to help current and prospective Pittsburg State University students who are interested in services with the Center for Student Accommodations. Students do not have to submit all the following items; however please submit as many as possible.

\* Students are encouraged to acquire and submit the appropriate documentation so that service eligibility can be determined in a timely manner and accommodations can be implemented before classes begin.

**Assessment Information:** Recent assessment (within the last 3 years for high school students and the last 5 years for non-traditional students) includes school based testing and/or private testing.

\_\_\_\_\_ Complete psychometric assessment with test analysis and interpretation.

**Educational Information:** Maintaining a portfolio of education information is very helpful. This information might include:

\_\_\_\_\_ High school transcripts or from other post-secondary institutions the student has attended.

\_\_\_\_\_ Individual Education Plan (IEP), 504 Plan (*just the most recent/current*)

\_\_\_\_\_ Evaluation/Eligibility reports for special education or 504 plan

\_\_\_\_\_ Verification of accommodations: Written summary of informal and formal accommodations received while in school (i.e., extended time, alternate location for testing,, etc.) from school staff (i.e., guidance counselor, school psychologist, case manager, etc.)

\_\_\_\_\_ Formal ACT, SAT or other standardized testing accommodations: Copy of the letter from the testing service verifying the accommodation granted.

\_\_\_\_\_ Summary of Performance Statement (SOP) report included in the IEP as student graduates from high school.

\_\_\_\_\_ Reports or summaries from tutors or learning specialists.

**Medical Information:** Documentation of only those conditions which may impact learning (i.e., seizures, chronic pain, ADHD, Anxiety, etc.)

\_\_\_\_\_ Medical reports from physician or specialist relevant to area of disability (documentation should demonstrate that a comprehensive assessment was conducted and that a person with appropriate credentials made the diagnosis according to DSM-IV-TR guidelines.

\_\_\_\_\_ A summary of current symptomatology, treatment and ongoing needs should be included. Documentation should provide a narrative summary of evaluation results with clear evidence of clinically significant impairment in the academic setting.

\_\_\_\_\_ A rationale for each accommodation should be included in the summary from physician, psychiatrist, etc.

(A medical note is **not** sufficient evidence to support the need for numerous accommodations.)

**Student Information:** A key component to determining eligibility for post-secondary accommodation services is an interview with the student and their identification and understanding of accommodation needs. Therefore, the student should be prepared to provide information:

\_\_\_\_\_ Personal understanding of disability and its impact on overall educational needs

\_\_\_\_\_ Relevant information related to learning assets and challenges

\_\_\_\_\_ Understanding of specific accommodations that are needed

\_\_\_\_\_ Completed Pittsburg State University Request for Accommodations Form