

DOCUMENTATION OF DISABILITY CHECKLIST

Pennsylvania State System of Higher Education

This checklist is intended to smooth the transition from high school to college for students with disabilities who plan to attend one of Pennsylvania's State System of Higher Education universities. Students must provide the university with current and complete documentation of their disability prior to arrangement of services. General requirements for documentation of a disability are listed below. Because each university may have additional requirements and deadlines, it is recommended that students contact the Office of Disability Services for university-specific information during their final year of high school.

QUALIFICATIONS OF EVALUATOR

- **Qualified evaluator**
Learning disabilities: licensed or certified psychologist or neuropsychologist
All other disabilities: appropriate per the specific disability e.g. licensed or certified psychologist or neuropsychologist, medical doctor, psychiatrist, treating physician or therapist.
- **Assessment report**
 - **Is completed by an evaluator experienced in working with adolescents/adults with particular disability**
 - **Is typed on letterhead, dated, signed and legible**
 - **Name, title and professional credentials of the evaluator are clearly stated**

DOCUMENTATION

- Documentation must be current so that accommodations are based upon the impact of disability on his or her academic performance in a college environment.
- Assessment report is appropriate (includes current deficits and effect on academic functioning)
- Learning disability and attention deficit disorders assessment includes:
 - Complete intellectual assessment with all subtests and standard scores reported
 - Comprehensive academic achievement battery with all subtests and standard scores
 - Specific areas of information processing (memory, auditory/visual perception, processing speed, executive functioning, motor ability)
 - Statement of specific diagnosis
 - Profile of strengths and weaknesses
- All other disabilities assessment includes:
 - **Medical diagnosis to include**
 - **Medical diagnosis**
 - **Medical history of condition**
 - **Current medication regimen, if any**
 - Psychiatric assessment should be included when relevant

ACCOMMODATIONS

- **Degree to which disability impacts the individual (functional limitations) in an environment of higher education**
- **Specific recommendations for accommodations that are appropriate at the college level and why the accommodations are necessary**
- Explanation of how each accommodation is substantiated through the assessment
- List of necessary auxiliary aides/services if relevant

For further information regarding documentation requirements and eligibility procedures at **Shippensburg University**, contact the **Office of Disability Services, 120 Horton Hall, at (717) 477-1364**.

The Fourteen State System Universities:

Cheyney	Edinboro	Lock Haven	Shippensburg	Bloomsburg
Clarion	Indiana	Mansfield	Slippery Rock	California
East Stroudsburg	Kutztown	Millersville	West Chester	