



Disability Resource Center  
Documentation Requirements

---

Students seeking disability accommodations or services through the Disability Resource Center (DRC) at Jackson State are required to submit documentation to verify eligibility according to the following guidelines.

Medical records, health summaries from patient portals, and chart notes are generally insufficient documentation. High school individualized education plans (IEP) or 504 plans do not transfer to colleges, even for dual enrollment students, and they usually do not have enough detail, so additional documentation is almost always needed. Documentation should be obtained from a licensed provider who has comprehensive and specific training and the appropriate credentials for diagnosing and treating the specific condition or disability. Information regarding documentation for some specific conditions and disabilities can be found later on this page. Generally, documentation should consist of a diagnostic narrative in letter format or a diagnostic test report from an appropriate provider and should:

- Be on official letterhead, typed, dated and signed, and clearly state the names, titles, professional credentials, addresses, and phone numbers of the professionals who made the evaluations
- Include a diagnostic statement and diagnostic code identifying the disability, describing the nature and extent of the disability, date of the current diagnostic evaluation, and the date of the original diagnosis
- Include a summary of the evaluation procedures as well as the name of diagnostic tests and evaluation results used to make the diagnosis
- Describe the functional limitations resulting from the disability and how the physical or mental impairment substantially limits one or more major life activities including educational, developmental, and cognitive limitations
- Include the medical history relevant to the disabilities for which accommodations are requested
- Address the anticipated duration and progression of the functional impact or limitations of the disability
- Address the relevance of any accommodation recommendations to the diagnosed disabilities
- As appropriate, include treatment, medication, and assistive devices currently prescribed or in use
- Be less than five years old, in most cases.

In addition to the general requirements above, additional guidelines for specific conditions are:

- Attention Deficit Hyperactivity Disorder: Documentation must include a statement of the presenting problem; history and testing used that verify a pattern of inattention and/or hyperactivity/impulsivity that currently affects learning and any other major life activities; identification of DSM-IV criteria indicating ADHD; report summary and rationales for any recommended accommodations using evidence from the evaluation. Documentation must be in a written report from a qualified medical professional such as a psychiatrist, psychologist, neuropsychologist, or licensed physician who specializes in ADHD diagnosis and treatment.
- Psychological Disabilities: These include Generalized Anxiety Disorder, Major Depressive Disorder, Autism Spectrum Disorders, and others. Documentation must include the DSM-IV diagnosis, diagnosis methodology, relevant history, summary of present symptoms, and summary of functional limitations including the effects the disability has on the student's ability to access education. The documentation should be in a written report from a qualified licensed professional such as a psychiatrist, psychologist, or physician with relevant training.
- Learning Disabilities: Documentation must list all assessments administered with all test scores and interpretations, identification of global intelligence (IQ), assessments of achievement and information processing, a diagnostic summary, a discussion of how specific symptoms of the disability impact academic and other major life functions, and the relationship between the disability and any recommended accommodations. Assessments should include adult-normed standardized testing within the last three years. Documentation should be obtained from an individual who is licensed to practice in a discipline which includes the diagnoses and assessment of the learning disabilities such as a licensed neuropsychologist or psychologist, learning disability specialist, or other appropriate professional certified to administer Level C psychological tests.