Here is the criteria that our Accessibility Services office has adopted for documentation:

In order to evaluate how the College of Idaho can best meet a student's need for academic accommodations, the College requires current documentation from a licensed clinical professional or health care provider that complies with the Education Testing Service (ETS) documentation criteria.

Please visit the Educational Testing Service Disability Documentation Guidelines page for more information: https://www.ets.org/disabilities/documentation/

It is the responsibility of the student to provide appropriate documentation to the Director of Accessibility & Learning Excellence in order to review accommodation requests. A prior high school 504 plan or IEP should not be used, as more current and accurate information may need to be compiled.

Documentation for the student requesting accommodations must:
1. Clearly state the diagnosed disability or disabilities
2. Describe the functional limitations resulting from the disabilities
3. Describe the specific accommodation requested
4. Be typed or printed on official letterhead and signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization)
5. Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested
6. Be current:
   o Last 5 years for Learning Disabilities
   o Last 6 months for Psychiatric disabilities
   o Last 3 years for ADHD and all other
7. Include a list of all test instruments used in the evaluation report and relevant subject scores used to document the disability

Note: Requirements 6 and 7 do not apply to physical or sensory disabilities of a permanent or unchanging nature

If you have any questions, please call my office or send an email. If you would like your medical professional to fax the documentation, you may use my fax provided at the end of this email. If you have any questions on where or how to get this type of evaluation, please let me know.

THE COLLEGE of IDAHO

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