

WAKE FOREST UNIVERSITY GUIDELINES FOR DOCUMENTING AN PSYCHIATRIC DISABILITY

In order to standardize the process for requesting accommodations, Wake Forest has adopted the documentation guidelines that are generally in agreement with the guidelines followed by the Educational Testing Service. These guidelines can be found on the *ETS* website, <https://www.ets.org/disabilities/documentation/>

Students and parents are urged to refer professional evaluators to these guidelines before submission of documentation for an accommodation request. Essential features of these guidelines are:

- **A qualified professional must conduct the evaluation.** The following professionals would generally be qualified to evaluate and diagnose psychiatric disabilities provided that they have comprehensive training in the differential diagnosis of psychiatric disabilities in the adolescent or adult population: licensed clinical, school and neuropsychologists, psychiatrists and other relevantly trained medical doctors. It may be appropriate to use a clinical team approach consisting of educational, medical and psychology professionals with training in the evaluation of psychiatric disabilities in adolescents and adults.
- **Up-to-date documentation.** Given the nature of most psychiatric disabilities, a current evaluation is typically one completed **within the last 12 months**.
- **Relevant testing information must be provided.** A comprehensive evaluation must include a specific diagnosis with alternate diagnoses ruled out. This may include standardized psychoeducational assessment measures. The evaluation should include a detailed description of current symptoms as they relate to classroom and academic settings with discussion of anticipated impact of psychotropic medication on academic settings. The evaluation should also include relevant information about current treatment, recommendations for accommodations with accompanying rationale, a description of the expected impact and progression of the condition over time. The evaluation should include a discussion of any history of the use of accommodations, including onset and consistency of need for accommodations.
- Students with psychiatric disabilities who anticipate special academic needs should contact the Learning Assistance Center & Disability Services as soon as possible. Because of the amount of time required to respond to requests for accommodations, it is strongly recommended that, when possible, students **submit documentation of their disabilities at least two months** before matriculating to WFU. If the information is not received before matriculation, processing time may be lengthier given the volume of requests received after the semester begins.

Documentation should be sent to:

Learning Assistance Center & Disability Services
Wake Forest University
Box 7283
Winston-Salem, NC 27109
Email: lacds@wfu.edu
Fax: (336)758-1991 attn: LAC-DS

Records are kept confidential per LAC-DS policy (on website) but are accessible as needed by LAC-DS and Student Health Services staff as part of the accommodations process.