

WAKE FOREST UNIVERSITY GUIDELINES FOR DOCUMENTING A PHYSICAL DISABILITY OR HEALTH-RELATED CONDITION

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 Services. 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 the guidelines are:

- **A qualified professional must conduct the evaluation:** The following professionals would generally be qualified to evaluate and diagnose physical disabilities and chronic health conditions: medical doctors, surgeons, chiropractors, optometrists, audiologists, physical therapists, speech therapists, neuropsychologists, and other relevantly trained health care professionals qualified to make such diagnoses.
- **Up-to-date documentation:** Because accommodations are based on the current impact of the disability, the documentation must address the current level of functioning and need for each requested accommodation. If documentation is more than 6 months old, then the student must also submit a letter from a qualified professional providing an update on the diagnosis and a description of the student's current functional limitations. If the condition is permanent or unchanging in nature (e.g., cerebral palsy), then a statement from a qualified professional should suffice, as long as it indicates that the functional impact of the disability or chronic health condition is unchanging or permanent. If the condition is episodic or transitory (e.g., lupus), then documentation should address the frequency and duration of the student's current functional limitations and need for accommodations.
- **Include a rationale for each accommodation or device:** A link between the requested accommodation and the student's current functional limitation should be established.
- Students with physical disabilities and health-related conditions 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.