

Disability Services

Documentation of Need: Reasonable Accommodations for Students with Disabilities

Dear Physician or Mental Health Provider:

A client of yours, who is also a student at the University of St. Thomas, has requested the University provide reasonable academic accommodations for a disability. According to federal mandates, disabilities include health impairments, learning disabilities, physical limitations, and/or psychiatric disorders. In order to provide reasonable accommodations to students with disabilities, we require appropriate documentation from a qualified professional to substantiate current need. Your assistance in providing medical documentation is requested. Each student's request is individually assessed to provide appropriate measures.

Please respond to each point outlined below. In order to provide appropriate academic accommodations to students with impairments, the following is requested:

1. An **original letter** on professional letterhead addressed and forwarded to Rose Signorello, Ph.D., Executive Director of Counseling, Wellness and Disability Services. The name, title, and professional credentials of the qualified evaluator must be included. The documentation should be typed, dated, signed, and otherwise legible. A fax will be accepted conditionally **provided the original is received by mail**.
2. The letter should include the following information:
 - a. The individual's name;
 - b. The diagnosis(es) for which the individual was/is receiving medical treatment; (For psychiatric disabilities, please include a specific DSM-IV-TR diagnosis.);
 - c. The individual's medical history with pertinent information regarding treatment, medications, assistive devices, and services currently prescribed or in use, particularly if these will have an academic impact;
 - d. The significant functional impairments in the individual's daily living as related to academic performance and the learning environment (To establish that an individual is covered under the federal mandates of the ADA and Section 504, the documentation must indicate the disability **substantially limits** some major life activity, such as eating, sleeping, walking, seeing, hearing, and learning.);
 - e. Your **specific suggestions for accommodations and evidence to support their rationale** (e.g., extended time for examinations, note taking assistance, tape recording lectures, etc.).

We recommend the student receive a copy of this letter from you for his/her personal file. ***Our office cannot provide copies of letters we did not originate.***

Your prompt response on behalf of this student will be greatly appreciated. If you have any questions, Counseling and Disability Services may be contacted at 713-525-6953 or 3162 from 9:00 a.m.-5:00 p.m., Monday through Thursday, and 9:00 a.m.-12:00 p.m. on Friday. Our fax number is 713-942-3474.

Sincerely,

Rose L. Signorello, Ph.D.
Executive Director of Counseling, Wellness and Disability Services