Supporting Documentation Checklist

In order to best identify and recommend appropriate classroom accommodations, students may be asked to forward supporting documentation upon disclosure of a disability. Below is a helpful list of evaluator criteria and the specific content items that are useful when providing supporting documentation.

Evaluator Information

☐ On letterhead
  ▪  Contact information (address, phone number, fax, e-mail)

☐ Qualifications listed
  ▪  Title, degree, and/or license

☐ Date(s) of evaluation/assessment

☐ Typed

☐ Signature

Content

☐ History of onset of diagnosis
  ▪  Including any pertinent developmental, family, medical, psychosocial, or academic histories

☐ Methodologies used to determine diagnosis
  ▪  Instruments, inventories, or rating scales used
  ▪  Standard scores and/or percentiles
  ▪  DSM-IVR criteria (if applicable)

☐ Diagnostic statement
  ▪  Including discussion of co-morbid conditions, if applicable

☐ Current functional limitations
  ▪  As related to academic and/or life activities
  ▪  Indicating degree of severity, frequency, or pervasiveness

☐ Suggested accommodations

☐ Rationale for each suggested accommodation
  ▪  Based on current functional limitations