

**Disability Access Services (DAS)**

**Documentation Guidelines**:

In order to be eligible for services, students need to provide appropriate and current documentation of a disability. Although an Individualized Education Plan (IEP) or Section 504 Plan may help identify services that been effective in high school, these may not be considered sufficient documentation for all accommodations**. Documentation should be prepared by a qualified professional in the disability area identified**.  All documentation is kept confidential in the DAS office.

1. The documentation must include the qualified professional’s name, title, professional credentials, and affiliation.
2. The documentation must reflect current symptoms and level of functioning.
3. Documentation should include the following:

Quantitative and qualitative information to support the diagnosis.

* Summary and interpretation of assessment instruments (clinical interviews, behavioral checklists, observations, etc.);
* Recommendations for prescriptive treatment, including medication;
* Recommendations for academic accommodations; and
* Evaluation information should include if there is any possibility of a dual diagnosis.
1. A 504 Plan or an IEP may not constitute sufficient documentation but may be submitted along with a medical or clinical evaluation. IEPs should include the most recent educational testing completed. IEPs and 504 Plans provide limited information, and for this reason the DAS office recommends that students submit medical and diagnostic information, as is possible. \*Disability verification for **students with psychological disorders** (including but not limited to depression, anxiety, and bipolar disorder) must be written/completed by a licensed mental health professional, which could include a psychiatrist, a clinical psychologist, a licensed clinical social worker, or a licensed professional counselor.

\*Disability verification for **students with ADHD** must be written/completed by a licensed psychologist, psychiatrist, neurologist, clinical social worker, *and in some instances* general practice physicians. Applicable evaluation and testing reports are requested.

\*Disability verification for **students with learning disabilities** should include a psycho-educational or neuropsychological evaluation that provides a diagnosis of a specific learning disability as defined by the DSM-5. This evaluation must be completed by a psychiatrist, psychologist, neuropsychologist, or other licensed/certified professional in the field of learning disabilities.

\*Disability verification for physical, medical, sensory, and other disabilities must be completed by an appropriate medical provider/specialist in that field and include duration of disability, stability of disability, and other information noted in these guidelines.

**Contact Information**:

Disability Access Services (DAS) office
7932 Opossumtown Pike, Frederick, MD 21702

Office number: 301-846-2408 / Fax: 301-624-2778

Email: DisabilityServices@frederick.edu

*Information adapted from Howard Community College, Disability Support Services, www.howardcc.edu*