

Documentation Guidelines

Disability Documentation Overview

Students requesting accommodations need to provide documentation that speaks to the existence of a disability and provides evidence of the need for disability-related accommodations. To qualify as a person with a disability, a student must have a physical and/or mental impairment which substantially limits them in one or more major life activities. Icahn provides reasonable accommodations to students with disabilities through the Office for Disability Services.

Guidelines for Ideal Documentation

Written documentation should be typed in English and be on letterhead, signed, and dated. Provided documentation must draw a logical, clear connection between the functional limitations or impact of the disability and the requested accommodation. Some accommodation requests will need further documentation, and DS will inform students what additional documentation is needed. Ideally, documentation will include the following:

1. **Timing** Should be current (approximately within the last three years).
2. **Credentials** Should be provided by an appropriately licensed or credentialed professional who has relevant experience and no personal relationship with you.
3. **Diagnosis** Should include a description of the diagnostic criteria, evaluation methods used, dates of administration, along with clinical observation, as relevant.
4. **Functional Limitations** Should include the current impact of the disabling condition(s), and describe the severity and frequency of the condition on one or more major life activities.
5. **Prognosis** Should clearly describe the chronic or episodic nature of the disability, and outline conditions or situations that trigger reoccurrence.
6. **History and Recommendations** Should describe what accommodations have been successful and suggest helpful accommodations for the future, including overall effectiveness.

When providing documentation for an ESA please use the [ESA documentation form](#)-see [Housing Accommodations](#)

Students are encouraged to submit whatever documentation they have for evaluation by DS.

The documentation provided by the student is considered confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).