



## Disability Documentation Guidelines

### Documentation

Documentation provides your accessibility counselor with additional information to determine reasonable accommodations for an academic setting. Documentation should include a disability diagnosis, the impact and/or symptoms of the disability and may also include recommended accommodations or history of past accommodations.

### Guidelines

- Letters written by a licensed professional should be on letterhead, be dated, and include a signature.
- IEP/504 plans from k-12 should identify the disability, list accommodations, and include a summary of performance or an evaluation summary or psychological evaluation.
- The Disability Documentation form can be used for medical disabilities.
- For temporary conditions, indicate the expected length of disability. For pregnancy, include the expected due date.
- Additional information may be included such as frequency/duration of episodic conditions, side effects of medication, expected prognosis, etc.
- Please submit documentation as soon as possible, prior to needing the accommodations. **Complex accommodation requests may require additional documentation and/or additional time to process.**
- Documentation must be written in English, follow the timeline guidelines below, and cannot come from a family member.

### Recommended Timelines for Age of Documentation

Psychiatric and Psychological Disabilities	5 years
Learning Disabilities	7 years
Permanent (non-visible) Disabilities	10 years
Other Disabilities	5 years
Visible, Permanent Disabilities	Not required

### How to Submit Documentation

Documentation can be submitted through [Clockwork](#) with your student application, faxed to 801-863-8377, emailed to [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu), or dropped off in person to: UVU Losee Center, Room 312

### Where to Obtain Documentation

1. Licensed providers qualified to diagnose your condition/disability such as health care providers, educational diagnosticians, audiologists, psychologists, primary care physician, etc.
2. Previous secondary school or college (many retain copies of your records for up to 10 years)
3. [UVU Student Health Center](#) – provides Learning Disability, Autism, and ADHD assessments at a low cost
4. Utah [Vocational Rehabilitation](#) – if you are working with VR, they may have documentation resources

**NOTE:** You must also complete the **online application** and **meet with a counselor** to complete the process to be approved for accommodations.

## Examples of Documentation

If disability is **visible** and **apparent**, no documentation is needed. However, you may choose to submit documentation that will help us understand your accommodation needs better.

When multiple types of documentation are listed, please choose from what you have available and/or what is most relevant to describing your current accommodation needs.

Disability	Example Documentation
Medical Conditions (diabetes, chronic migraines, heart conditions, epilepsy, etc.)	UVU Disability Documentation Form Letter from doctor on letterhead
Learning Disability (dyslexia, dysgraphia, etc.)	IEP* Psychological Evaluation Learning Disability Testing
ADHD	UVU Disability Documentation Form Letter from doctor on letterhead IEP or 504*
Psychological Disability (depression, anxiety, PTSD, bipolar, etc.)	Psychological Evaluation UVU Disability Documentation Form Letter from therapist psychologist on letterhead
Pregnancy/Pregnancy-related	UVU Disability Documentation Form Letter from doctor on letterhead
Blind/Low Vision	UVU Disability Documentation Form Letter from ophthalmologist on letterhead IEP*
Deaf/Hard of Hearing	Audiogram Letter from audiologist on letterhead UVU Disability Documentation Form IEP*
Physical/Orthopedic	UVU Disability Documentation Form Letter from doctor on letterhead IEP/504*
Traumatic Brain Injury	UVU Disability Documentation Form Letter from neurologist or medical doctor on letterhead
Intellectual Disability	IEP* Psychological Evaluation
Autism Spectrum	IEP or 504* Psychological Evaluation Letter from doctor on letterhead

Please be aware that screenshots or printouts from **Patient Medical Portals** often do not contain sufficient information to determine accommodations. This information may need to be supplemented with a letter from your medical provider or with the UVU Disability Documentation Form.

\*For an IEP or 504, please include the original diagnosis information or update of current diagnosis. Examples include a summary of performance (typically included on the last IEP when graduating from high school), evaluation summary, psychological evaluation, or letter from doctor with diagnosis.