



Disability Services Documentation Criteria

Dear Health Professional,

A patient in your care is requesting academic and/or housing accommodations as a student at Mount Marty University. Documentation is required in order for this student to qualify for Disability Services.

We ask that the provided documentation include:

- A statement identifying the disability or medical condition
- Date of the most current diagnostic evaluation
- A description of the diagnostic tests, methods, and/or criteria used including specific test results (including standardized testing scores), and the examiner's narrative interpretation
- Describe the functional limitations resulting from the disability/disabilities or medical condition.
- Describe past accommodations or methods used before the requested accommodation(s) and why those accommodations or methods are no longer effective – if relevant.
- Describe the specific accommodations requested (Some examples: alternative test format, audio books, extended testing time, distraction-free environment, note taker, assistive technology, and enlarged text).
- Adequately support each of the requested accommodation(s).
- Be typed or printed on official letterhead and be signed by a qualified professional

For your convenience, a letter template is also included. Simply fill in the blanks and copy/paste the information on the office letterhead (SEE BELOW). Please return documentation to:

Learning Accessibility Services Office
Mount Marty University
1105 W. 8th St.
Yankton, SD 57078

DOCUMENTATION LETTER TEMPLATE

Health Care Provider's Letterhead

[Date]

To Whom It May Concern:

I am the treating *[job title or description, such as physician, psychiatrist, psychologist, therapist, social worker, case worker, or health care professional]* for *[student's name]*.

[Student's name] has been under my care for *[length of time student has been your patient]*

[Student] has *[name or description of student's condition]*, a condition that limits major life activities and academic work, including *[list ways that work is affected]*.

[You may choose to include current treatments and strategies that could/should inform accommodations, such as assistive technology or devices already in use, medications with side effects that may also necessitate accommodations in themselves, etc.]

As a result of *[Student]*'s disability, she/he/they/ seek(s) accommodations from Mount Marty University, which include:

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These accommodations will improve access for the student in the following ways: *[list ways that accommodations address limitations]*.

Signature and license number