

WAKE FOREST UNIVERSITY GUIDELINES FOR DOCUMENTING A PHYSICAL DISABILITY OR HEALTH-RELATED CONDITION

In order to standardize the process for requesting accommodations, Wake Forest has adopted documentation guidelines as noted below. Students and parents are encouraged to refer professional evaluators to these guidelines before submission of documentation for an accommodation request.

- **A qualified professional must conduct the evaluation:** The following professionals would generally be qualified to evaluate and diagnose physical disabilities and chronic health conditions: medical doctors, surgeons, chiropractors, optometrists, audiologists, physical therapists, speech therapists, neuropsychologists, and other relevantly trained health care professionals qualified to make such diagnoses.
- **Up-to-date documentation:** Because accommodations are based on the current impact of the disability, the documentation must address the current level of functioning and need for each requested accommodation. If documentation is more than 6 months old, then the student must also submit a letter from a qualified professional providing an update on the diagnosis and a description of the student's current functional limitations. If the condition is permanent or unchanging in nature (e.g., cerebral palsy), then a statement from a qualified professional should suffice, as long as it indicates that the functional impact of the disability or chronic health condition is unchanging or permanent. If the condition is episodic or transitory (e.g., lupus), then documentation should address the frequency and duration of the student's current functional limitations and need for accommodations.
- Documentation provided must **clearly state the diagnosed disability or disabilities**, and must **describe the functional limitations** resulting from the disabilities, and must **describe the specific accommodations requested**, and must **adequately support each of the requested academic accommodations**.
- Due to the time required to respond to requests for accommodations, it is strongly recommended that, when possible, students **submit documentation of their disabilities by July 1st**. Later requests will be considered but processing time may be lengthier given the volume of requests received after the semester begins.

Documentation should be sent to:

Learning Assistance Center & Disability Services

Wake Forest University

Box 7283

Winston-Salem, NC 27109

Email: lacds@wfu.edu [electronic documentation submitted must be in .pdf format and legible]

Fax: (336)758-2455

Records are kept confidential per LAC-DS policy (on website) but are accessible as needed by LAC-DS and Student Health Service staff as part of the accommodations process.