

WAKE FOREST UNIVERSITY GUIDELINES FOR DOCUMENTING A PSYCHIATRIC DISABILITY

In order to standardize the process for requesting accommodations, Wake Forest has adopted the following documentation guidelines. 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 psychiatric disabilities provided that they have comprehensive training in the differential diagnosis of psychiatric disabilities in the adolescent or adult population: licensed clinical, school and neuropsychologists, psychiatrists and other relevantly trained medical doctors. It may be appropriate to use a clinical team approach consisting of educational, medical and psychology professionals with training in the evaluation of psychiatric disabilities in adolescents and adults.
- **Up-to-date documentation.** Psychiatric disabilities are variable, not static. In order to understand current impact of the condition to determine reasonable accommodations, a current evaluation is typically one completed or updated **within the last 12 months**.
- **Relevant testing and diagnostic information must be provided.**
 - Must include a comprehensive history of presenting problems, onset and description of symptoms as well as information on medical, developmental, educational and family history
 - Must include relevant behavioral observations
 - Must provide specific diagnosis or diagnoses, and detailed description of current symptoms as they relate to classroom and academic settings including a description of anticipated impact of psychotropic medication in an academic setting
 - Must include discussion of any history in use of accommodations including onset and consistency of need for accommodations
 - May also include standardized psychoeducational assessment measures
- 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

****PLEASE NOTE DUE TO COVID-19 CHANGES IN PROCEDURE NO DOCUMENTATION SHOULD BE MAILED OR FAXED UNTIL FURTHER NOTICE****

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.