

## **Guidelines for Documenting a Disability John A. Logan College**

Documentation may be requested to verify the existence of a disability and plan reasonable accommodations at John A. Logan College.

A variety of sources of documentation may be used to substantiate a accommodations. In some cases, an interview with the Disability Support Services coordinator may be all that is needed to document a particular disability and validate a request for accommodations.

In other circumstances, third party information may be needed to establish a disability and a need for accommodations. Documentation from outside sources could include educational records such as an IEP or 504 Plan, or medical records or reports from health care providers. Our office can assist you to determine which records may be helpful and how to go about obtaining them. If possible, these records should include the following:

- 1)
- 2) Information on how the disability substantially limits one or more major life activities related to the educational process.
- 3) A list of recommendations for accommodating the educational setting that relate to the functional limitations of the disability.
- 4) Any other pertinent information the reporting source can include to