

## Documentation Guidelines

In reviewing documentation for accommodation eligibility, our office is looking for information that is...

- identifying the disabling condition for which accommodations are being requested.
- provided by an appropriately-licensed professional.
- dated. Signatures are not required.

### Helpful Information

- Consult with us! We are often able to approve accommodations using documentation already in a student's possession! Please feel free to send us what you have already before going to the time or expense of obtaining additional information for our review.
- If you do not have any form of documentation, our office can share what local options are available to seek appropriate documentation.
- While it is helpful to have documentation that is recent, a disability will be considered ongoing in duration unless the documentation indicates otherwise.
- Providing a record of academic accommodations previously provided by other institutions can be helpful for SDS in assigning accommodations. Some 504s and IEP's may also include a diagnosis and date from a licensed professional. If this is the case, we may be able to accept this as documentation. Please note that some college accommodations will differ from High School accommodations.
- If the relationship between the accommodation(s) requested and the disability is not intuitive or if the requested accommodation modifies a degree requirement, you may be asked to provide additional documentation.
- Contact your Access Consultant if you would like to make any changes to your accommodations at any time. They can advise you on whether additional documentation is needed for your request. Additional documentation is needed for some accommodations (including but not limited to: Memory Aid, E-text, and World Language Substitution) to specifically link the disabling condition to the functional limitation.
- We will review documentation only after you are accepted as a student at the University of Iowa.
- SDS does not accept the following as documentation:
  - Information that is illegible
  - Information from non-appropriately licensed professionals
  - Research articles
  - Documentation that is provided by a member of the student's family