

Documentation Guidelines

Disability Resources and Services (DRS) is the designated department to determine reasonable accommodations. Individuals seeking accommodations from the University of Pittsburgh on the basis of disability are required to submit documentation to verify disability and current level of impairment under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendment Act of 2008.

DRS requires current and comprehensive documentation in order to determine reasonable accommodations. Documentation containing equivalent information may be substituted for the forms below if appropriate for the specific condition (Examples: Psychoeducational Evaluation, Neuropsychological Evaluation, Audiogram with narrative).

Provide information indicating the certification, licensure, and/or the professional training and experience of individual(s) conducting the evaluation. A “qualified diagnostician” is one whose credentials demonstrate expertise in the type of disability evaluation provided. The documenting professional must be unrelated to the student. The letter should be, signed, and include the licensed professional’s title, license number, address, and phone number.

The documentation will be examined by DRS on an individualized case-by-case inquiry, specifically looking at the impact of the condition within the specific context of the requested accommodations.

Academic Accommodation Requests

- Complete all parts of **Academic Accommodation Request Form** for accommodation requests. This form is offered as a guide. DRS will review all formats of documentation submitted.
- Include relevant assessments that describe the current impact of the student’s condition
- **For diagnosis of a learning disability:** Current tests of aptitude, achievement and information processing must be administered at the adult level. A single test is not acceptable for this diagnosis. Tests must be standardized and individually administered.
 - **Aptitude Tests:** The Wechsler Adult Intelligence Scale-IV (WAIS) with all subtest scores is preferable. The Woodcock-Johnson Tests of Cognitive Ability or a similar instrument is acceptable.
 - **Achievement Tests:** Current levels of functioning in all areas in which accommodations are required. Acceptable instruments include, for example, the Woodcock-Johnson Tests of Achievement, Stanford Test of Academic Skills (TASK), Weschler Individual Assessment Tests (WIAT) or specific achievement tests such as the Tests of Written Language-4 (TOWL-4), Woodcock Reading Mastery Tests Revised, Nelson Denny Reading Test or the Stanford Diagnostic Mathematics Test.
 - **Information Processing:** Specific areas of information processing (e.g., short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed) must be assessed. Selected subtests of the Wechsler Adult Intelligence Scale-IV, Woodcock-Johnson Tests of Cognitive Ability, and/or Halstead-Retain Neuropsychological Battery are often used.
 - An Individualized Education Plan (IEP) may be sufficient documentation with an accompanying psychologist report, aptitude and achievement scores.
- Return the documentation to your patient or directly to Disability Resources and Services

Housing/Dining Accommodation Requests

- Complete all parts of **Housing Dining Accommodation Request Form** for accommodation requests. This form is offered as a guide. DRS will review all formats of documentation submitted.
- Include relevant assessments that describe the current impact of the student's condition
- Return the documentation to your patient or directly to Disability Resources and Services

Emotional Support Animal (ESA) Accommodation Requests

- Complete all parts of **Emotional Support Animal (ESA) Request Form** for accommodation requests. This form is offered as a guide. DRS will review all formats of documentation submitted.
- Include relevant assessments that describe the current impact of the student's condition
- Return the documentation to your patient or directly to Disability Resources and Services

For more information on Documentation Guidelines:

<https://www.studentaffairs.pitt.edu/drs/students/guidelines/>