

**JACKSONVILLE UNIVERSITY**

Disability Support Services

2800 University Blvd. N.

Jacksonville, FL 32211

Phone: (904) 256-7076 -- Fax: (904) 256-7066

**Documentation Guidelines**

Welcome to the office of Disability Support Services (DSS) at Jacksonville University (JU). To be eligible for services at the DSS, a student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1973. **Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working.** *To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.*

The following guidelines are provided in the interest of assuring that professionals' statement is appropriate to document eligibility for support services. The student with a disability must provide the office of DSS appropriate written documentation from a licensed professional in the field concerning the specific diagnosis and expected academic limitations.

**The documentation must be within the last 3 years. However, the DSS reserves the right to make modifications to this time frame.**

I, \_\_\_\_\_, hereby authorize the following information as well as any other pertinent documentation to be forwarded to the office of Disability Support Services at Jacksonville University for the purpose of determining my eligibility for academic accommodations.

Student's Signature:	Date:
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## Basic Documentation Guidelines

- Documentation should be in the form of a psycho-educational or neuropsychological report.
- A written summary or background information about the student's educational, medical, and/or family history that relates to a learning disability must be included.
- Relevant test scores must be included and interpreted within the body of the report.
- A specific learning disability must be clearly diagnosed utilizing DSM IV-V codes and explained in writing.

### Documentation Guidelines for verification of Learning Disabilities

It is unacceptable to administer just one test for the purpose of diagnosis. Minimally, the domains to be addressed should include (but not limited to) the following test measures:

**Aptitude:** The evaluation must utilize an adult scale. The Wechsler Adult Intelligence Scale-III (WAIS-III) is the preferred instrument.

**Achievement:** Current levels of academic functioning in all aspects of reading, mathematics, and written language are required. The Wide Range Achievement Test (WRAT) is NOT a comprehensive measure of achievement and is therefore unacceptable.

**Information Processing and Communication Assessment:** Information processing should be addressed, for example; verbal expression and memory; receptive language; sequential memory; auditory and visual perception processing and processing speed; and fine motor functioning.

**Psychological Assessment/Personality Testing:** Although not required, testing, such as the MMPI, may be done in addition to the three domains already mentioned.

**Neuropsychological Assessment:** Although not required, more extensive neuropsychological testing may provide additional information that is relevant to the diagnosis.

Thank you for your prompt response to this request. Please return this information to:

**Olga L. Florez, M.Ed.-M.P.A**

**Director, Disability Support Services**

Davis Student Commons, 3<sup>rd</sup> floor

Division of Student Affairs

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