Outline of Documentation:

All documentation should be typed on professional letterhead and signed by the professional. Documentation should include the following:

**Diagnosis:** A specific diagnosis of each disability that will affect a student while pursuing an education.

**Functional Limitations:** Those limitations which will impact the student’s ability to ambulate, process information, or access the University and its programs. Functional limitations should be specific to the student and their needs.

**Tests** administered to determine the extent of the disability and the functional limitations.

**Medications:** If any medications are used to treat a specific disability, those should be listed with the side effects that they have on the student.

**Recommendations:** If the professional has any specific recommendations that he or she would like the ODS to consider when making reasonable accommodation, please include these recommendations.

Please send or fax documentation to:

Malissa B. Larson, Director
Office of Disability Services
Western Oregon University
345 N. Monmouth Ave., APSC 405
Monmouth OR 97361
503-838-8250 (V/TTY)
503-838-8721 (Fax)
ods@wou.edu (E-mail)
RECOMMENDED DOCUMENTATION FOR SPECIFIC DISABILITIES

Deaf and Hard of Hearing:
Audiogram and/or audiologist's report documenting a hearing loss that necessitates support services in order to participate in classes or activities.

Visual Impairment:
Provide a report from ophthalmologist documenting need for an accommodation other than corrective lenses.

Psychological Disability:
Present a diagnosis from DSM IV indicating functional limitations and how this disability affects your ability to function as a university student in a learning environment.

Medical Disability:
Provide documentation of disease or impairment from appropriate specialist, which lists your functional limitations.

Attention Deficit Disorder:
You need to supply documentation regarding the onset, longevity and severity of symptoms as well as a description of functional limitations on your educational achievement.

Note: See “Outline of Documentation” on reverse side of this paper.