



Office of Accessibility Services
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Documentation Guidelines

Mount Ida College is committed to making its programs open and accessible to students with disabilities.

To receive reasonable accommodations students must self-identify as having a disability and must provide recent documentation from a qualified provider which states (1) the nature of their disability and diagnosis; (2) describes how the disability affects the student's functioning and (3) makes recommendations for possible accommodations that would allow the student equal access.

In order to assist the Office of Accessibility Services (OAS) in developing an appropriate College Accommodation Plan (CAP) students should provide either:

1. A signed letter from a qualified provider¹, on their professional stationary or letterhead that includes the provider's title, professional credentials and licensing information, and which includes the following:
 - The student's name and date of birth
 - A DSM V or ICD-10 diagnostic code describing the student's disability
 - A description of how the disability affects the student's current functioning
 - The qualified providers recommendation about possible accommodations that would allow the student equal access to academic curricula and campus activities

OR

2. Other appropriate documentation such as a neuropsychological evaluation (samples of Appropriate Disability Documentation are listed below).

¹ • A qualified provider is one who has expertise in diagnosing and/or treating the disability and is familiar with the student's history and who is not related to the student (for example, a neuropsychologist who conducts a neuropsychological evaluation or an audiologist who diagnoses a hearing loss)

EXAMPLES OF DISABILITY DOCUMENTATION

DISABILITY	APPROPRIATE DOCUMENTATION
ADD/ADHD	Neuropsychological/psychoeducational testing and report
Autism Spectrum Disorder	Neuropsychological/psychoeducational testing and report
Learning Disability	Neuropsychological/psychoeducational testing and report
Communication/Speech and Language Disability	Speech and Language Evaluation or documentation from a speech/language pathologist (SLP) or other qualified professional
Blind and Low Vision	Report from ophthalmologist or optometrist and/or Documentation from an agency that specializes in working with individuals that are blind or have low vision (i.e., Massachusetts Commission for the Blind)
Deaf and Hearing Impairment	Report from audiologist or otolaryngologist including audiogram And/or Documentation from an agency that specializes in working with individuals that are deaf or hearing impaired (Mass Commission for the Deaf)
Chronic Health/Medical Disability Physical and Neurological Disabilities Traumatic Brain Injury	Statement from a physician, medical specialist, physical therapist, occupational therapist or other qualified clinical professional
Mental Health/Social Emotional Disability	Documentation from a psychiatrist and/or other mental health professional

If you have any questions, please contact the Director of Accessibility Services, Joan Beron, at jberon@mountida.edu or at 617.928.4648.

Important things to know:

- All disability documentation records are confidential. Any documentation that is submitted to the College is protected under the Family Educational Rights and Privacy Act (FERPA) and will be stored and maintained by Office of Accessibility Services through password protected files.
- Simply submitting documentation does not put an accommodation plan in place. The development of a college accommodation plan (CAP) will be made by the Director through analysis of the documentation submitted, conversations with the student and the Director's overall evaluation of the information. Once a CAP has been developed, the student will receive a letter from the College outlining the accommodations.