

## DOCUMENTATION GUIDELINES FOR SPECIFIC LEARNING DISABILITIES

*These guidelines describe documentation needed to validate eligibility for accommodations due to a specific learning disability. Please include the following when gathering your documentation for evaluation.*

1. **Documentation of the diagnosis must be on letterhead, signed and dated by a certified and/or licensed** psychologist, educational therapist, diagnostician, or learning disabilities specialist and must include the **professional's license number**.
2. **Documentation of learning disabilities must be recent (within the last 3 years or an evaluation completed as an adult 18+).**
3. Include a **summary of assessment and evaluation instruments used to make the diagnosis** along with **evaluation results in the areas of reading, math, and written language**.
4. Include a **clear statement of the presence of a specific learning disability along with the rationale for the diagnosis**.
5. Include a **statement specifying the major life activities limiting the student and the degree of impact on the student's academic program caused by these limitations**.
5. Include medical information relating to the student's needs, along with current medication or aids used by the student and their effect on the limitations listed in #5.
6. **Specify recommendations and rationale for accommodations**.
7. Other documentation showing a history of prior accommodations and indication of their benefits may also be included .