GUIDELINES FOR DOCUMENTATION

In order to seek academic accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students with disabilities should register with the Office of Disability Services (ODS). Academic accommodations and adjustments are provided to students whose documentation provides evidence of a “substantially limiting” disability as defined by federal legislation noted above. In accordance with these laws, our office is required to have appropriate medical and/or psychological documentation on file in order to provide the requested academic accommodations and/or adjustments.

In order for ODS to provide the appropriate accommodations for a student with a disability, we rely on appropriately trained evaluators to provide documentation as to the presence and severity of the disability itself. By providing the information outlined below, the evaluator will assist us in being able to serve the student effectively. We find that these guidelines provide the detailed information necessary to assess the appropriateness of the student’s request for academic accommodations. Given that the manifestations of a student’s disability may change over time, the evaluation must reflect the student’s current status. The documentation must reflect the following:

1. A specific diagnosis (including level of severity).
2. The specific findings in support of this diagnosis including relevant history, observations of the individual, tests administered, test results, and your interpretation of those test results.
3. A description of the student’s functional limitations as they are directly related to the stated disability.
4. The evaluator’s name, address, telephone number (in the event our office needs to contact the evaluator), and professional credential relevant to the diagnosis.
5. The documentation must be on letterhead, typed, dated, and signed.

Thank you for your assistance in helping us to provide quality services and academic accommodations to our students with disabilities. If you have any questions, please do not hesitate to contact us (for any campus) at (979) 830-4157. Documentation may be personally delivered to the preferred campus (Brenham, Bryan, Schulenburg) at the physical locations listed below, faxed to (979) 830-4410 with the designated campus noted on the fax cover sheet, or mailed to us at the following address with the designated campus noted on a cover sheet:

Patricia Moran, Director
Office of Disability Services
Blinn College- Brenham, Schulenburg & Sealy Campuses
902 College Avenue
Brenham, TX 77833

Bryan Campus
2423 Blinn Blvd.
Bryan, TX 77802
(physical address only)