Ohio State ATI - Guidelines for Documentation

In order to fully evaluate requests for accommodations, Ohio State ATI’s Office for Disability Services (ODS) asks for documentation of your disability. Documentation including an evaluation by a licensed psychologist, psychiatrist and/or medical doctor who makes evident the current impact of your disability is helpful.

The general guidelines listed below will assist you in working with your treating/diagnosing professional(s) to prepare and secure the information that is helpful in processing your accommodation request. For additional information or to ask specific questions, please contact:

Silvia Henriss, Coordinator for Disability Services
The Ohio State University Agricultural Technical Institute
Office for Disability Services
Skou Hall Rm 128
1328 Dover Road
Wooster, OH 44691
330-287-1253 or Toll Free 1-800-674-8283 x71253 (in Ohio only)
henriss.1@osu.edu / SECURE FAX: 330-287-1205

General Documentation Guidelines:

1. For students with IEP’s, a copy of the most current Evaluation Team Report (ETR) or Multi-Factored Evaluation (MFE) -diagnostic report that includes:
   a.) Student’s Standard IQ Scores
   b.) Academic Achievement Standard Scores including:
      • Basic Reading
      • Reading Comprehension
      • Math Calculation
      • Math Reasoning
      • Oral Expression
      • Written Expression
   c.) Summary Paragraph, usually written by the school psychologist, that includes suggested recommendations and functional limitations.

2. A copy of the current or most recent Individualized Education Plan (IEP)

3. For students without IEP’s who are requesting accommodations, it is helpful to have a completed * Disability Verification Form, certified by a licensed psychologist, psychiatrist and/or medical doctor. Specific helpful information includes:
   a.) Current functional impact of the condition(s) on physical, perceptual, cognitive and/or behavioral abilities described as a clinical narrative and/or through the provision of specific results from the diagnostic procedures/assessment.
   b.) A description of treatments, medications, accommodations, and/or assistive technology, currently prescribed or in use and their estimated effectiveness. It is helpful to include any significant side effects that may impact physical, perceptual, behavioral or cognitive performance.
   c.) A description of the expected progression or stability of the disability along with its functional impact over time. If the condition(s) is variable, a description of the known triggers that may exacerbate the condition is helpful.

* Disability Verification Forms are available from ODS, and can be used to document the following types of disability:
   • Medical
   • Psychological
   • Visual
   • Hearing
   • Mobility
   • ADHD