

## Detailed Documentation Checklist

Services for Students with Disabilities consider many factors when evaluating documentation and determining if a particular accommodation is appropriate for a given student. Below is a list of some of the most important items documentation must include:

### Source:

- **The documentation is from a qualified diagnostician** (a medical professional, a psychologist, a licensed clinical social worker, etc.) who has the requisite expertise and professional licensing to diagnose the disability or condition.
- **The validity of the documentation can be verified.** Documentation must be legible, be clearly dated, and include appropriate contact and licensing information to establish validity
- **The documentation is preferably from the diagnostician, not a third party.** Third party documentation should include the identity of the diagnostician and process through which the diagnostician determined the diagnosis so that Services for Students with Disabilities can verify the information

### Diagnosis:

- **The diagnosis is clearly identified.** Often IEP and other school records do not identify a disability clearly or formally.
- **The diagnosis is based upon objective diagnostic assessment criteria** (e.g. medical examination, clinical evaluation)
- **The diagnostic assessments are complete and included in the documentation.**
- **The description of the disability is specific to the disability and specific to the student.**

### Limitations:

- **The documentation details the academic limitations the student experiences due to the aforementioned disability** and includes situations where the limitations are likely to occur
- **The descriptions of the limitations include the frequency, severity, and duration of the limitations.** This is especially important to include when the limitations are transient or cyclical in nature.
- **The documentation is sufficiently recent** to determine if the student is still experiencing the limitations as described.
- **The limitations are supported by objective diagnostic assessment.**
- **The requested accommodation(s) clearly address limitations identified by the documentation and will alleviate or eliminate said limitations**

If you or your diagnostician have any questions or concerns, please contact Services for Students with Disabilities by phone at (801) 627-8321, or by email at [ada@otech.edu](mailto:ada@otech.edu).