WHAT TO INCLUDE IN A DISABILITY REPORT

The following information is needed in a disability documentation report to establish:
1) Existence of a disability, and
2) Appropriate, reasonable accommodations that would provide access to post secondary educational courses/activities

Please include the following information:

1. **Evidence of existing impairment:**
   - Statement and history of presenting problem
   - Evidence of ongoing difficulties that significantly impact functioning

2. **Background information (e.g., interview, review of records)**
   - Significant histories of education, medical, psychosocial, etc.
   - Prior evaluation reports
   - Description of current functional limitations pertaining to an educational setting that are the direct result of the presenting problem
   - Relevant history of prior treatment, therapy, interventions or accommodations
   - Relevant testing significant histories of education, medical, psychosocial, etc.
   - Prior evaluation reports

3. **Relevant testing:**
   - Assessment battery that does not rely on any one test or subtest
   - Provide standard scores and subtests administered
   - Test findings need to document both the nature and severity of the disability

4. **Specific Diagnosis:**
   - Clearly specified
   - Identified by a qualified evaluator
   - Indicate absence of disability if evaluation indicated it is not present
   - Indicate presence or absence of dual diagnosis/co-existing conditions

5. **Integrated summary:**
   - Indication of substantial limitation to learning or other major life activity, the degree and context of impact
   - Demonstration of ruling out alternative explanations for the presenting problem
   - Indication of medication usage and it’s impact
   - Indication as to why specific accommodations are needed, how the effects of the disability can be accommodated, and any record of prior accommodation or auxiliary aids.

Refer any questions to:  
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