Disability Documentation Guidelines

Students seeking support services from CNM Disability Resource Center on the basis of a previously diagnosed disability must schedule an appointment with a Disability Resource Center counselor. They must also submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

All documentation if not typed must be legible. It must include the name, titles, professional credentials, address, and phone number of the evaluator as well as the date of evaluation. For some medical records, the date(s) of the office visits.

Some disabilities and their impact on the student in an academic setting may change over time. CNM Disability Resource Center may review student records at times, and if warranted may request updated documentation.

Hearing Impairments
Documentation must be from an audiologist, speech and hearing specialist, physician, or other qualified professional. It must include a diagnosis and information as to how the disability impacts the student in an academic environment.

Visual Impairments
Documentation must be from an ophthalmologist, optometrist or other qualified professional. It must include a diagnosis, and information as to how the disability impacts the student in an academic setting.

Learning Disability
Documentation must be from a licensed psychologist, certified educational diagnostician, or other professional who can perform evaluations for Learning Disabilities. The documentation must include the following and using Adult Norms:

- Diagnostic Interview
- Assessment of Cognitive Ability
- Academic Achievement
- Information Processing
- Diagnosis
- How disability impacts the student in an academic environment.
- Any recommendations for academic adjustments and/or auxiliary aids and services.

ADD/ADHD

Documentation must be current, preferably within the last 3 years. It also must be from a licensed psychologist, neuropsychologist, psychiatrist or other qualified professional.
A comprehensive Assessment should include:
A diagnostic interview from a third party source to include: history of presenting attentional symptoms, developmental history, family history, relevant psychosocial history, review of prior psycho-educational test reports, description of current functional limitations pertaining to educational setting, and relevant history of prior therapy.

Documentation at a minimum should include:
- A specific diagnosis of ADD/ADHD based on the DSM-IV diagnostic criteria.
- A description of how the disability impacts the student in an academic environment.
- Suggested recommendations for modifications or accommodations.

**Physical or Medical Disability**
Documentation should include:
- A written, current diagnostic report based on appropriate diagnostic evaluations administered by a trained and qualified professional (e.g. medical doctors, ophthalmologists, licensed nurse practitioners).
- A clear statement of the functional limitations on learning or other major life activities due to the disability.
- Recommendations for accommodations.

**Psychological Disability**
- A formal assessment of your current psychiatric status, and a formal diagnosis of a disabling condition must be provided by a licensed treatment provider.
- The assessment must be current. Psychiatric conditions may change over time, therefore evaluations should be within the last 12 months.
- The documentation should include a diagnosis with a DSM-IV code, the dates of the evaluation and/or treatment, a description of current functional limitations in the academic setting, and a link between the functional limitations and the requested accommodations.