

Guidelines for Documentation of a Physical, Sensory or Medically Based Disability

Students seeking support services from the Student Disability Access Center (SDAC) on the basis of a diagnosed physical, sensory, or medically-based disability condition are required to submit formal documentation that verifies their eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The following guidelines are provided in an effort to assist you and your physician, ophthalmologist, or audiologist in completing the formal request for accommodations here at the University of Virginia. These guidelines allow us to determine your eligibility and the appropriate accommodations you may receive.

- 1. A formal assessment of current health status and diagnosis must be provided by a licensed clinician.** This assessment should include a diagnostic statement and the date of your most recent evaluation. Students who are deaf/HH should submit your most recent audiogram.
- 2. An assessment of current functional limitations.** The documentation provided should describe how your condition impacts you and describe specific ways in which it may affect your academic, social or daily functioning.
- 3. Treatments, medications, assistive technology currently in use.** A description of any treatments, medications, assistive technology, etc. that may be impacting your day to day functioning, either in a positive or negative way, should be provided. This will be taken into consideration when determining your accommodation needs.
- 4. Expected stability of condition over time.** The documentation should provide information about the stability of your condition, whether it is expected to improve over time, or progress, and whether changes to your accommodations may need to be made over a period of time.
- 5. Recommendations for housing and academic accommodations and additional services.** The documentation should include recommendations about potential housing accommodations/modifications, academic accommodations and any other services or accommodations, such as dining or transportation services that may be necessary or helpful.

The preferred documentation is our Verification of Physical/Sensory Disability or Medical Condition form (LINK). This is a simple three page form available on this website. You can download and print out this form and take it to your next appointment with your treating clinician to discuss. If your treating clinician agrees that your diagnosed conditions substantially impacts your academic functions she or he can fill out the form and fax it to us at the address below:

Assistant Director
Student Disability Access Center
University of Virginia
P.O. Box 800760
Charlottesville, VA 22908
Fax: 434-243-5188

All documentation submitted for consideration to SDAC is treated as personal and confidential; following federal guidelines for medical records. When submitting documentation, **please include a copy of any available releases** allowing communication between the SDAC and the clinician. As noted above, documentation should be sent to:

Assistant Director
Student Disability Access Center
Elson Student Health Center
University of Virginia
P.O. Box 800760
Charlottesville, VA 22908
Fax: 434-243-5188
Phone: (434) 243-5180