



Student Accessibility Services- Documentation Guidelines

Physical and Chronic Health Conditions

The following guidelines are provided for evaluators, physicians, medical professionals, students, and family members to guide the process of submitting documentation to the Student Accessibility Services office (SAS) at Gateway Community College. **Please provide the information on typed letterhead.**

Documentation Requirement Checklist:

In order for the Student Accessibility Services office to determine eligibility for academic adjustments for a student, documentation must include the following information. These requirements have been provided in a clear format to follow when preparing documentation for review.

Evidence of Existing Impairment:

- Statement of diagnosis(es) or impairment(s)
- Date and/or age of onset of medical/chronic health condition
- Discussion of the nature, frequency, and severity of the symptoms of the condition(s)
- An assessment of the functionally limiting manifestations of the condition(s) for which accommodations are being requested

Current Medications (if applicable):

- If applicable, description of any current medications and/or treatments including frequency and dosage, including any adverse side effects due to the medication/treatment

Recommendations

- Specific recommendations regarding academic adjustments, auxiliary aids and/or services including a rationale for each accommodation based on the individual's identified functional limitations

Evaluator Qualifications

- Name and title, license # (if applicable), address, phone number, fax number, email address, and signature on typed letterhead.

*Appropriate professionals include school and/or clinical psychologists, educational therapists, special education teachers, licensed psychiatrists, neurologists, physicians (for medical conditions), and other rehabilitation professionals. Certified/appropriate professionals cannot be family members.

The completed documentation may be given directly to the student to submit or it may be forwarded to the following address:

Gateway Community College
Student Accessibility Services S202
20 Church Street
New Haven, CT 06511

Questions can be directed to:

Phone: (203) 285-2231

Fax: (203)285-2232*

* While faxes are accepted, the Student Accessibility Services office encourages the submission of original documents whenever possible.