

Disability Documentation Guidelines

In order to provide reasonable accommodations, the Disability Access Center (DAC) must first verify your status as a student with a disability. To do this, we rely on the student self-report to understand the impact and third-party documentation to verify the condition/diagnosis.

Student Self-Report

Students should complete the Purdue University Fort Wayne (PFW) [Accommodation Request Form \(ARF\)](#), which provides students an opportunity to describe their condition and the accommodations they are hoping to receive. Students may supplement the PFW Accommodation Request Form with additional information. Students may consider including information about their experiences related to their disability, the challenges or barriers encountered, and/or previous accommodations

Third-Party Documentation

Disability-related documentation should provide information on the impact of the condition in order to determine appropriate accommodations. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation may include health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g., accommodation agreements/letters, 504, or IEP).

Recommended Third-Party Documentation Elements

1. Typed on letterhead, dated, and completed by a qualified professional
2. Identifies any disabilities or conditions
3. Describes the impact of symptoms of the identified condition(s)
4. Relevant information regarding severity or prognosis
5. Includes frequency and duration of active symptoms (if cyclical in nature)
6. Lists any relevant side effects of medication and/or treatment
7. Recommended accommodations

When and How to Submit Documentation

Students are encouraged to submit information two (2) weeks prior to the date that services are required. Documentation may be uploaded with the ARF. It may also be emailed, faxed (260-481-6018) or hand-delivered to the DAC. Students may schedule a meeting with DAC staff at any point during the process regardless of any documentation they may currently have available. If you have any questions about these documentation guidelines, please contact the Disability Access Center at dac@pfw.edu or 260-481-6657.

Adapted from Purdue University Disability Resource Center