



Documentation of Disability

Documentation should...

- Provide a current understanding of the individual's functioning
- Be descriptive of the extent/severity of the impairment
- Be descriptive of the functional impact of the disability
- Supportive of the need for specific accommodations

Examples of Acceptable Documentation of Disabilities

- **Health Disability:** Physician's Verification and Diagnosis
- **Orthopedic Disability:** Physician's Verification and Diagnosis
- **Visual Disability:** Ocular report from an Optometrist or Ophthalmologist
- **Hearing Disability:** Audiology report from Qualified Health Care Provider
- **Psychiatric Disability:** Qualified Mental Health Professional's certification and diagnosis preferably within the last year

Learning Disability

1. Diagnosis by a qualified professional preferably within the last three (3) years.
2. Assessment information, including:
 - a. **Diagnostic Interview; Intellectual Assessment** (use of adult norms is preferred);
 - b. **Academic Achievement Levels;**
 - c. **Standard Scores or Percentiles** should be reported for all normal measures; Specific Diagnosis; Clinical Summary indicating substantial limitations to learning or other major life activities; and
 - d. **Prior Accommodations** used
3. Recommendation and rationale for accommodations

NOTE: A school plan such as an Individualized Education Program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. Sufficient documentation is typically included in the Multidisciplinary Team Report (MDT) or a Psychological Evaluation.

Attention Deficit Disorder

1. Provision by a qualified professional, preferably within the past three (3) years
2. Historical record
3. Assessment information, including:
 - a. **Evidence of early impairment** which, by definition in the Diagnostic and Statistical Manual of Mental Disorders (5th Edition) (DSM-V) is first exhibited in childhood and manifests itself in more than one setting;
 - b. **Diagnostic Interview;**
 - c. **Relevant testing** using reliable, valid, standardized, and age-appropriate (usually adult) assessments and norms, number of applicable DSM-V criteria and descriptions of how they

- impair the individual, specific diagnosis; and
- d. **Effect of Medications** on symptoms
4. Clinical summary including how the effects of ADD/ADHD are mediated by the recommended accommodations. IL

Common Types of Accommodations/Services Available

- Extended time on tests
- Minimal distraction testing environment
- Digital downloads of text books
- Interpreter
- Scribe
- Reader
- Preferential seating
- Recorded lectures
- Enlarged print
- Strategy development
- Rehabilitation Agency liaison
- Individual support
- Handicap parking

Examples of Accommodations NOT required of WNCC

- Provision of attendants for personal care and use
- Provision of Individually prescribed devices (eyeglasses, wheelchairs, hearing aids, home computers, guide dogs, etc.)
- Readers for personal use or study
- Transportation services
- Testing to determine a disability
- Accommodations to individuals who miss so much class time or participation in the case of online learning, that they do not meet the essential requirement of attendance or participation.

Accommodations for Taking the ACCUPLACER Placement Assessment

WNCC uses the ACCUPLACER Placement assessment to help determine the correct challenging classes for students to enroll. It is computer based, untimed, and questions are all multiple choice. Calculators, scratch paper and pencils are allowed. Students are required to take the practice test. Contact Student Services to schedule your appointment to take it.

If you need additional time it may be granted on case-by-case basis for extenuating circumstances (i.e. need for a scribe) you must get approved by the Disability Services Office and your documentation must support the need. Extended time is time and a half; or double time; unlimited time is not an option. If you take the ACCUPLACER test and do not score into the level you hoped for you will need to wait 90 days to take the test again. Students will need to make arrangements for the testing location nearest them to take the ACCUPLACER. Call or email the Disabilities Services Officer, Norm Stephenson to make these arrangements at 308.635.6050 or stephens@wncc.edu.