

## Disability Documentation Guidelines Niagara County Community College

To receive disability-related academic adjustments and services, students with disabilities must provide Accessibility Services with current professional documentation that clearly supports all requests for academic adjustments. This information will be kept confidential, shared only as provider restrictions and student wishes permit.

The following information is required:

1. The “name” and a complete description of the disability, including whether it is permanent or temporary and whether the individual’s condition is improving, stable, inconsistent, or deteriorating;
2. The effect the disability is likely to have on the student’s studies, attendance, and participation as a college student. This should include a description of the functional limitations and deficits resulting from the disability, as well as those resulting from any medications or procedures that are required to treat the disability. Any activities the student should or must avoid should also be described;
3. Suggestions for services and academic adjustments the student may require.

Documentation can be copies of existing materials or a signed, dated letter on letterhead from an appropriately credentialed professional who has worked with the individual in dealing with the disability.

For students who received special education services in high school, the most recent IEP and psychological (or psycho-educational) evaluation are required.

For mental health disabilities, information must come from a psychologist, psychiatrist, or licensed mental health professional.

For physical disabilities, information should be from the treating physician or other medical professional directly involved in the student’s disability-related care.

For learning disabilities that were diagnosed post-high school, results of the most recent diagnostic testing or psychological evaluation are required.

### **Documentation may be mailed or faxed to:**

Accessibility Services  
Niagara County Community College  
3111 Saunders Settlement Road  
Sanborn, NY 14132  
Fax: (716) 614-6819  
Phone: (716) 614-6285