



Documentation Guidelines

It is highly recommended that students requesting accommodations or support services provide appropriate documentation regarding their disability. Documentation of disability/medical issues assists Student Accessibility Services (SAS) in collaborations with the student to determine reasonable accommodations and/or services, which are provided on a case-by-case basis.

The type of documentation required will vary, depending on your disability and the accommodations being requested. In general, documentation should adhere to the best practice standards developed by the Association of Higher Education and Disability (<https://www.ahead.org/professional-resources/accommodations/documentation>).

Documentation should be current and include the following:

- The date of diagnosis and statement identifying the disability
- The student's current functional limitations specific to academic performance or major life activity
- Accommodations used in high school, previously attended colleges, or other settings
- Recommended accommodation(s) and the duration of accommodation(s)
- Explanation of how the suggested accommodation(s) will benefit the student
- The credentials of the evaluator(s)

Types of documentation include:

- IEP/504 Plan
- Recent evaluations
- Letters from doctors
- Hospital reports
- Disability Verification Form

FORT HAYS TECH NORTH CENTRAL

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3333 U.S. Highway 24
Belmont, KS 67014
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Current Documentation

While relatively recent documentation is recommended in most circumstances, common sense and discretion in accepting older documentation of conditions that are permanent or non-varying is possible. Likewise, changing conditions and/or changes in how the condition impacts the individual brought on by growth and development may warrant more frequent updates in order to provide an accurate picture. It is important to remember that documentation is not time-bound; the need for recent documentation depends on the facts and circumstances of the individual's condition.

Obtaining Documentation

Students are responsible for obtaining documentation. If submitted documentation is incomplete or doesn't support the student's request, the student may be asked to obtain additional documentation (a disability diagnosis made by a licensed professional would be an example). The cost of obtaining all documentation is the responsibility of the student. The college is not able to provide testing or diagnosis of a disability.

Confidentiality

Fort Hays Tech | North Central treats disability information as medical information and will handle it under the same strict rules of confidentiality as other medical information. Included in this category of information is the comprehensive documentation that people with disabilities must provide to establish the existence of their disability and the need for accommodations or support services. All documentation will remain separate from academic records and will not be released to an individual or source external to Fort Hays Tech | North Central without the student's written consent.

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