



## Documentation Guidelines

Students requesting accommodations or support services will need to provide appropriate documentation regarding their disability, if such documentation is available. Documentation of disability/medical issues assists Student Accessibility Services (SAS) staff and team, in collaboration 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/learn/resources/documentation-guidance>).

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

### **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**

NCK Tech 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 NCK Tech without the student's written consent (unless there is a threat to an individual's safety or an emergency situation).



### Documentation Guidelines

In order to provide effective services, it may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to NCK Tech faculty and/or staff. The Director of Learning Services will provide an [Educational Accommodation Plan \(EAP\)](#) to Instructors that will only provide information that applies to the accommodations a student needs but not information about the disability itself.

Students are encouraged to communicate with their Instructors regarding their disability and classroom needs as they feel comfortable.

If you have questions or would like more information regarding accommodations and support services at NCK Tech, please contact Student Accessibility Services staff:

- Kayla Nelson, Director of Learning Services, may be reached at 1-785-738-9020, [knelson@ncktc.edu](mailto:knelson@ncktc.edu), or by mail at NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420.