

Dear Professional:

Please use the following guidelines to help Carroll Community College and the student to develop an accommodations plan that will promote success. You are welcome to include any additional information that you feel may be helpful.

GUIDELINES FOR PSYCHIATRIC DOCUMENTATION

1. Documentation must include a medical or clinical diagnosis of a psychiatric disability based on DSM-IV-TR criteria and a rationale for the diagnosis. **The information must be current (within the past six months).**
2. An appropriate professional must perform the evaluation: a psychiatrist, a clinical psychologist, or a clinical social worker. The evaluator's name, title, and professional credentials and affiliation should be provided and the documentation should be submitted on the evaluator's letterhead paper. If faxed, a hardcopy of the documentation should also be sent.
3. *The documentation should include the following:*
 - Evidence regarding the severity of the disability and the specific academic functions affected by the disability and/or medication (e.g., ability to concentrate, ability to attend class regularly, ability to interact in small/large groups);
 - Recommendations for and compliance to prescriptive treatment, including medication;
 - Suggestions for academic accommodations based on specific features/symptoms of disability.

Thank you for taking an active role in the student's planning.

If you have any questions, concerns, or suggestions, please feel free to contact me at the following:

**Joyce Sebian, Director
Office of ADA Support Services
Carroll Community College
1601 Washington Road, Room A101
Westminster, MD 21157
Phone-1-410-386-8329**

Fax: 1-410-386-84628 (please note: this is not a confidential form of communication)