



## GENERAL DOCUMENTATION GUIDELINES

Students who are requesting support services from the Office of ADA Support Services at Carroll Community College are required to submit documentation to verify eligibility under Section 504 of the Federal Rehabilitation Act of 1973 and ADA of 1990. The following guidelines are provided in the interest of ensuring that the documentation is complete and appropriate:

1. **The documentation must be submitted on the evaluator's office letterhead paper.** It should be submitted at least three weeks prior to the start of classes, when possible. This timeframe allows the Office of ADA Support Services time to thoroughly review the evaluation prior to the scheduled meeting with the student. During the initial meeting, we will discuss the disability, its impact, educational interests/plans, and jointly decide upon appropriate accommodations that will promote the best possible learning outcomes in a postsecondary education environment.
2. **The documentation must include a clear statement that identifies the disability and suggestions for reasonable accommodations.**
3. **The documentation must include the following information:**
  - The areas of educational impact and the severity of the condition on a major life skill(s)
  - It should include a list of all test instruments that were used to define the disability.
  - Additional observations or recommendations which could assist us in adequately serving this student
  - The names, titles, addresses, and phone numbers of the evaluator(s), as well as date(s) of testing
4. **The documentation must have been completed within the past three –five years** for all types of learning disabilities. Please note the following exceptions:
  - Psychiatric documentation may require updates every six months, unless otherwise agreed upon.
  - The requirement for current documentation does not apply to physical or sensory disabilities of a permanent unchanging nature.

For students who have been out of school for a number of years, documentation concerns will be handled on a case-by-case basis. The student may be required to submit more recent documentation. These guidelines are provided so that the Office of ADA Support Services can respond appropriately to the needs of the student. The Office of ADA Support Services reserves the right to determine eligibility for services based on the quality of the submitted documentation. Please visit our website at [www.carrollcc.edu/disability](http://www.carrollcc.edu/disability) for more information on services.

All documentation is confidential. If faxed, a hard copy of the evaluation should also be sent. Please submit documentation and/or inquiries to:

Office of ADA Support Services  
Carroll Community College  
1601 Washington Road, Room A101  
Westminster, MD 21157

Voice: 410.386.8327 MD RELAY—1.800.735.2258 Fax: 410.386.8428 E-mail: [jtatela@carrollcc.edu](mailto:jtatela@carrollcc.edu) or [kmeyers@carrollcc.edu](mailto:kmeyers@carrollcc.edu)