

## Documentation Guidelines

Sources of information used to verify a disability and determine accommodations may include a student's self-report, direct observation and interaction with the student as well as documentation from qualified evaluators or professionals.

### Student Self-Report

Students should schedule a meeting with the Director of Support Services by emailing [supportservices@alextech.edu](mailto:supportservices@alextech.edu)

### Documentation

Disability related documentation should provide information on the functional impact of the disability so that effective accommodations can be identified. Documentation may include:

- Assessments
- Reports
- Letters from qualified evaluators, professionals or institutions

Common sources of documentation include: reports from medical providers, psychologists, as well as school IEP/Evaluation reports and 504 Plans.

### Suggestions for Documentation:

- Original letters typed on letterhead, dated and signed by the qualified professional
- Diagnostic statements with criteria and procedures indicated
- Functional impacts listed
- Extent of the condition
- Current diagnoses and medications
- Current or past accommodations
- Recommended accommodations

Documentation can be sent by mail, email or fax to the following:

Director of Support Services  
Alexandria Technical & Community College  
1601 Jefferson Street  
Alexandria, MN 56308

[supportservices@alextech.edu](mailto:supportservices@alextech.edu)

Fax: 320-762-4501

**This form is available in alternative formats such as large print, audio or Braille by calling (800) 722-1151**