

Documentation Guidelines

Sources of information used to determine a student's disability and/or accommodations may include student's self-report, direct observation and interaction with the student, as well as third-party documentation from qualified evaluators or professionals. The Personalized Learning Center (PLC) will review all documentation and accommodation requests on an individualized, case-by-case basis. All relevant information will be considered. The PLC may request additional documentation as necessary.

Student Self-Report

Students should complete the [Marian University Accommodation Request Form \(ARF\)](#) which provides students an opportunity to describe their condition and the accommodations they are hoping to receive. Students may supplement the Accommodation Request Form with additional information. Students may consider including information about their experiences related to their disability, the challenges or barriers encountered, and/or previous accommodations. Only requests made in writing through our Accommodation Request process will be considered. Requests generated to other campus partners do not qualify a student for accommodations under the Americans with Disabilities Act (ADA).

Third-Party Documentation

Disability-related documentation should provide information on the impact of the condition in order to determine appropriate accommodations. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation may include health care providers, psychologists, diagnosticians, and/or information from a previous school (e.g., accommodation agreements/letters, 504, or IEP).

Suggested Documentation Elements:

1. Typed on letterhead, dated, and signed by a qualified professional
2. Identify any disabilities or conditions
3. Describe the impact or symptoms of the identified condition(s)
4. Relevant information regarding severity or prognosis
5. Include frequency and duration of active symptoms (if cyclical in nature)
6. List any relevant side effects of medication and/or treatment
7. Recommended accommodations

When and How to Submit Documentation

Students are encouraged to submit information at least 2-3 weeks prior to the date that services are required. Documentation may be emailed (plc@marian.edu), faxed (317-955-6041) or hand-delivered to the PLC. Students may schedule a meeting with a staff member at any point during the process regardless of any documentation they may currently have available. If you have any questions about these documentation guidelines, please contact the Personalized Learning Center.

**Creating and/or distributing medical documentation that is knowingly counterfeit or forged is against the law under Indiana Codes 35-43-5-1 and 35-43-5-2. Additionally, knowingly furnishing or possessing false, falsified, or forged materials is in direct violation of the Marian University Code of Student Rights and Responsibilities. **