

## Documentation Guidelines for Sensory Impairments

Please provide the following:

### Deaf

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).
- Suggestions of accommodations being recommended (i.e. extra time).
- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.
- Description of the history, current symptoms, and severity of deafness, (e.g., audiogram and audiological condition summary).
- Description of the current functional limitations impacting the student in the academic setting.

### Hard of Hearing

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).
- Suggestions of accommodations being recommended (i.e. extra time).
- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.
- Description of the history, current symptoms, and severity of hearing loss, (e.g., audiogram and audiological condition summary).
- Description of the current functional limitations impacting the student in the academic setting.

Specific documentation guidelines for visual impairments include the following:

### Blind

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).
- Suggestions of accommodations being recommended (i.e. extra time).
- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.
- Description of the history, current symptoms, and severity of blindness, (e.g., ocular report).
- Description of the current functional limitations impacting the student in the academic setting.

### Loss of Vision

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).
- Suggestions of accommodations being recommended (i.e. extra time).
- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.
- Description of the history, current symptoms, and severity of loss of vision, (e.g., ocular report).

- ❑ Description of the current functional limitations impacting the student in the academic setting.

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