

Learning Disability Documentation Instructions

To establish eligibility for accommodations under the ADA, students must submit current and comprehensive medical documentation from a qualified provider for any diagnosis of a disability. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

Student Instructions and Information:

- Students must submit **current** documentation to the Access & Accommodations Center.
 - Current documentation is defined as:
 - Documentation that reflects data collected within three years at the time of request for services or after the age of 18 so long as the documentation continues to represent current functioning.
 - It is at the Access Coordinator's discretion to make appropriate exceptions to this policy and/or to request a reevaluation and more recent documentation in order to establish the most appropriate accommodations.
- **Attention Recent High School Graduates:** A Summary of Performance (SOP) may be sufficient IF a full report of the evaluation is included and the evaluation was completed within the past three years. Students are encouraged to submit an Individualized Education Plan (IEP) if they had one in high school to further document the academic impact of the disability.
- Students who have never been evaluated, or need an updated evaluation, have the following two options:
 - **A qualified private practice evaluator (psychiatrist or psychologist) – ATTENTION EVALUATORS:** A copy of the full evaluation, including interviews, history, and assessment results, must be included. Evaluations must be dated and signed by the evaluator and the evaluator's credentials must be listed. Evaluators should review USGBOR guidelines at https://www.usg.edu/academic_affairs_handbook/section3/C793/
 - **A referral to the Regents Center for Learning Disorders (RCLD)** - An Access Coordinator can provide the referral and explain the process and expense. Please call 404-413-1560 to schedule an appointment with Access and Accommodations Center to discuss a referral.
- Students should submit the required medical documentation **prior to the initial meeting with AACE** if possible since appropriate accommodations are discussed at that time.
- How often medical documentation must be updated will be determined by AACE based on the student's individual situation.
- Documentation may be submitted through the AIM portal at <https://access.gsu.edu/>