

STUDENT ACCESS SERVICES DOCUMENTATION GUIDELINES

If a student would like to request accommodations, due to a disability, WVC Student Access Services requires appropriate documentation.

The process of determining student eligibility and appropriate accommodations is individualized and interactive. In other words, we carefully review materials along with a student's application and the information a student shares during their appointment(s) with SAS staff.

Why Do We Ask For Documentation?

Documentation serves three purposes:

1. To establish that the student can be considered a person with a disability, and therefore, eligible for protection against discrimination on the basis of disability.
2. To supplement information from the student regarding the impact of their disability.
3. To inform the development of reasonable accommodations (auxiliary aids and services) designed to facilitate equal access to Wenatchee Valley College's services and environments on an individualized basis.

Documentation Requirements

We look for the following information in supporting documentation:

- The name of the medical condition (diagnosis) and the diagnostic methodology used in establishing the disability/health condition (tests used, DSM codes, etc.)
- A description of the current or most recent symptoms and the impacts of the disability
- Details regarding the barriers or challenges present in an educational environment
 - This may also include recommendations for accommodations in the educational environment
- An indication of the expected progression. In other words, is the condition permanent or temporary? Is it continuous or episodic?
 - If the condition is temporary, please include information regarding the expected duration of the disability/health condition and a timeline for re-evaluation of accommodations.
 - If the condition is episodic (flares up), include any known information about triggers, duration of episodes, recovery time, or other insight regarding the nature of the disability.
- Credentials and contact information of a qualified medical provider to include:
 - Contact information
 - License number
 - Signature or electronic signature

Forms of Documentation

Documentation may come in multiple forms. These are *some examples* of the types of documents we look for:

- [WVC's SAS Healthcare Provider Certification Form](#) (not to be used for learning disabilities).
- A letter addressing the documentation requirements on the qualified provider's professional letterhead.
- Official visit summary such as discharge papers, ER visit summary, or MyChart summary.
- Individual Education Plan (IEP), 504 plan, K-12 Summaries of Performance (*may not be sufficient on its own*).
- Neuropsychological assessment.
- For Learning Disability, ADHD, or TBI:
 - Psycho-educational evaluation.
 - Psychometric test results from general measures of aptitude and academic achievement.
- For Sensory Disabilities:
 - Audiogram.
 - Vision screening results.
- Other information from a qualified healthcare provider that can provide insight into the student's limitations and/or provide support for any requested accommodation.

Any additional information from the medical practitioner that will help us best serve the student's accommodation needs will be considered. However, Wenatchee Valley College is the final determinant of appropriate accommodations in our environment.

Documentation can be uploaded at the completion of our online [Student Access Services Application](#) or you may [contact us](#).

What To Do If You Don't Have Documentation

If you do not have current (or any) documentation regarding your disability, we urge you to meet with our SAS manager to learn more about options. Our manager will work with you to review what documentation you have (if any) and discuss potential provisional accommodations.

If you need additional documentation, our SAS manager can help you learn about relevant resources and assessments. We are happy to assist however we are able and will help identify options for local providers who may be able to support you.

If you need psychoeducational assessment (for learning disabilities), explore some of [these resources](#) on our website.