

# Documentation Guidelines

## Disability Documentation Overview

Students requesting accommodations need to provide documentation that speaks to the existence of a disability and provides evidence of the need for disability-related accommodations. To qualify as a person with a disability, a student must have a physical and/or mental impairment which substantially limits them in one or more major life activities. Icahn provides reasonable accommodations to students with disabilities through the Office for Disability Services.

## Guidelines for Ideal Documentation

Written documentation should be typed in English and be on letterhead, signed, and dated. Provided documentation must draw a logical, clear connection between the functional limitations or impact of the disability and the requested accommodation. Some accommodation requests will need further documentation, and DS will inform students what additional documentation is needed.

The supporting documentation must:

1. Be current (approximately within the past 3 years);
2. Be in the form of a signed letter (on letterhead) from an appropriately credentialed professional, physician and/or school
3. Include medical information that provides a disability diagnosis and describes the functional limitations of the disability, including symptom triggers, severity and prognosis;
4. Include evaluation/diagnostic test results used to make the diagnosis;
5. Indicate the requested accommodation with an explanation of its relevance to the disability.

**When providing documentation for an ESA please use the [ESA documentation form](#)-see [Housing Accommodations](#)**

Students are encouraged to submit whatever documentation they have for evaluation by DS.

The documentation provided by the student is considered confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).