PHYSICAL DISABILITY DOCUMENTATION GUIDELINES

Student Information
To be completed by the student

Name: ____________________________  Student ID: ____________________________

Address: __________________________________________

______________________________________________________

Email: ____________________________  Phone: ____________________________

To the student: These guidelines will help you understand the documentation requirements for establishing a physical disability. To be eligible for accommodations related to a physical condition that results in a limitation/s in a major life activity. It is also necessary to show how accommodations will help compensate for those limitations.

For many physical conditions, the limitations are apparent; but for other conditions the limitations are not readily observable. Furthermore, the severity and permanency of conditions are variable. For these reasons, a diagnosis of a physical condition may not provide sufficient information to establish a physical disability or need for accommodation.

A report from a qualified professional who is familiar with your condition will be helpful in establishing your eligibility for services and need for particular accommodations. While a comprehensive evaluation by a professional is highly recommended, Disability Support Services (DSS) will review any information you feel is relevant to demonstrating your need for accommodation. You may wish to provide past evaluations, school records, Individualized Education Plans (IEPs), medical records, verification of prior accommodation, and other sources of information.

We recommend you provide a copy of these Physical Disability Documentation Guidelines to the qualified professional who has most recently evaluated/treated you. You should return the report and all other documentation to the DSS Office at Loyola Marymount University (LMU).

Please contact the DSS Office to ensure that everything needed for review is submitted. Once all of your documentation has been submitted, you will be contacted by the DSS Office regarding the results of your documentation review. Please note that DSS will make every effort to respond to your request within 15 business days once you have provided all of your documentation.

We encourage you to read the following guidelines before you share them with the qualified professional who most recently evaluated you. Please call the DSS Office at (310) 338-4216 if you have any questions.

I have read and understand the information provided above.

Signature: ____________________________  Date: ____________________________
Licensed Professional Information  
To be completed by the Licensed Professional

Name and Title of Licensed Professional: ____________________________

License Certification Number (Describe credentials): _________________________

Business Address: _______________________________________________________

Telephone Number: ____________________________

Signature: ____________________________ Date: ____________________________

To the Licensed Professional: Based on a physical condition, your patient is seeking services through Loyola Marymount University’s Disability Support Services (DSS) Office. To be eligible for services this student must establish that they have a physical condition that results in limitation/s in a major life activity. Recommended accommodations should be directly related to those limitations with an explanation of how the accommodations have helped compensate for the limitations or why they are needed now.

The limitations associated with some physical conditions are apparent, but there are many conditions that are not obvious, and disorders can manifest in different ways depending on the patient. Furthermore, physical conditions may or may not be permanent, and the nature and severity of symptoms and limitations can change over time. For these reasons, it is important that the information that you provide addresses this student’s current condition and how it may impact their studies and life on campus.

Your input can be very helpful, and we strongly encourage you to attach a report that fully addresses the student’s presenting limitations and need for accommodation based on a physical condition. Diagnosis alone, prescription notes, and brief letters generally do not provide enough information to establish a disability or to plan for educational accommodation. Complete documentation will enable the University to provide appropriate accommodation to the student in a timely manner.

The information listed below should be included in your full report and printed on your letterhead.

1. A medical history and diagnosis that includes the age of onset of the physical condition.

2. The time frame in which you have treated this patient, including the most recent evaluation or treatment. Detail the nature, frequency, and severity of symptoms present at your last visit and how major life activities are limited. Specific, objective information beyond the patient’s self-report is most helpful.

3. Current medication/s including dosage, side effects, and compliance.

4. Other current therapeutic interventions, assistive devices, and compliance.

5. The prognosis, which includes likelihood for improvement or deterioration and in what approximate time frame.
6. If accommodations are needed, please make specific recommendations. Each recommendation should be related to this student’s limitation.

Thank you for your time in helping this student. Additionally, please feel free to add any verifying documentation from your files. If you have questions, please call the DSS Office at (310) 338-4216.