



**Loyola Marymount
University**

PHYSICAL DISABILITY DOCUMENTATION GUIDELINES

Student Information
To be completed by the student

Name: _____ Student ID: _____

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 disability, the documentation must show that it causes 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 required, Disability Support Services (DSS) will review any supplemental information you feel is relevant to demonstrating your need for accommodation. You may wish to provide past evaluations, school records, Individualized Education Plans (IEPs), 504 Plans, 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. Please contact the DSS Office to ensure that everything needed for review is submitted.

Along with your online application, you will need to submit to DSS all supporting documentation. After your documentation has been submitted and reviewed, DSS will email your Lion account regarding the results. 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: _____

Physical Disability Documentation Guidelines
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.

To assist this student, we ask that you respond to each of the six points below in a typed narrative report, signed and on letterhead. Complete documentation will enable the University to provide appropriate accommodation to the student in a timely manner.

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.