Documentation Guidelines for Sensory Impairments

Please provide the following:

**Deaf**

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).

- Suggestions of accommodations being recommended (i.e. extra time).

- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.

- Description of the history, current symptoms, and severity of deafness, (e.g., audiogram and audiological condition summary).

- Description of the current functional limitations impacting the student in the academic setting.

**Hard of Hearing**

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).

- Suggestions of accommodations being recommended (i.e. extra time).

- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.

- Description of the history, current symptoms, and severity of hearing loss, (e.g., audiogram and audiological condition summary).

- Description of the current functional limitations impacting the student in the academic setting.
Specific documentation guidelines for visual impairments include the following:

**Blind**

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).

- Suggestions of accommodations being recommended (i.e. extra time).

- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.

- Description of the history, current symptoms, and severity of blindness, (e.g., ocular report).

- Description of the current functional limitations impacting the student in the academic setting.

**Loss of Vision**

- Documentation should be on letterhead, dated and signed by a qualified professional or evaluator, e.g. identifying credentials with license number(s).

- Suggestions of accommodations being recommended (i.e. extra time).

- Documentation should reflect data collected within three years of the request for services unless the condition is of a permanent and non-varying nature. However, if additional accommodations are requested due to changes in functional limitations, updated documentation may be requested.

- Description of the history, current symptoms, and severity of loss of vision, (e.g., ocular report).
- Description of the current functional limitations impacting the student in the academic setting.