DISABILITY

DOCUMENTATION

GUIDELINES
DOCUMENTATION CRITERIA

It is the policy and practice of the University of Wisconsin to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual with a disability shall be denied access to, or participation in services, programs, and activities at the University of Wisconsin.

To ensure the provision of reasonable and appropriate services for qualified students with disabilities at UW-Platteville, current and comprehensive documentation of their disability is required.

Documentation guidelines for specific disabilities have been sent to you. The documentation form should be given to the professional who will be providing the documentation. This will help to guide him/her in providing adequate and appropriate documentation. If you send the professional the documentation guidelines, you will also need to sign and send the Release of Information form so that the professional will be able to send us the needed information.

In general, a professional who is qualified to make the disability-related diagnosis should prepare documentation of a stated disability. The documentation should clearly indicate the functional limitations resulting from the disability. The functional limitations should significantly limit at least one major life activity in an educational setting. The documentation also needs to include what tests were used in order to make the diagnosis. In most cases, documentation needs to be no older than three years from the time the student applies for services and or is admitted to the UW-Platteville.

The student must submit the Student Information Form (application for disability services) and supporting documentation of the disability to the Disability Liaison in the Distance Learning Center prior to obtaining accommodation services. The cost of obtaining the documentation is the student’s responsibility. If the initial documentation is incomplete, UW-Platteville may request additional documentation of the disability. The cost of the additional documentation is the student’s responsibility. If UW-Platteville requires a second opinion, then the University shall bear any cost not covered by any third party payer.

The Disability Liaison in the Distance Learning Center’s contact information:

Marcia Rako
Distance Learning Center
University of Wisconsin-Platteville
1 University Plaza
Platteville, WI 53818-3099
800.362.5460 or 608.342.1468
608.342.1071 (fax)
rakom@uwplatt.edu
www.uwplatt.edu/disted
Disability Documentation: Helpful Hints

• Send the Release of Information Form and the appropriate Guidelines to the professional who will provide the required documentation. Do not submit the Release of Information to the University. Submitting a Release of Information Form alone is not sufficient. If you only submit a Release of Information Form you will be sent a letter requesting that you submit documentation, thus slowing the process.

• If you are currently receiving services through a high school special education program, you should provide both the most recent Three-Year Re-evaluation (a school psychologist’s report with testing scores and an interpretation of the scores needs to be included) and your Individualized Education Plan (IEP). Submitting the IEP alone is not sufficient to document your disability.

• Individuals who have received a private evaluation documenting a disabling condition should submit the full diagnostic report, including test instruments and standard scores.

• If you plan on being evaluated for your disability, please share the appropriate documentation criteria with the evaluator prior to the evaluation.

• If you plan to have your high school special education teacher provide documentation, please share the documentation included in this packet with your teacher.

• Providing a letter from your doctor stating a diagnosis is not sufficient to document a disability. The documentation must explain how the disability would limit you in a post-secondary educational setting. The letter will also need to indicate what testing instruments were used to make the diagnosis.

• Submit your documentation well in advance (8 weeks) of the semester in which you will need accommodation services. By so doing, you will help to ensure that the services will be in place when you need them.