

DOCUMENTATION GUIDELINES

The Special Needs Department at McHenry County College provides reasonable academic support to qualified students with documented disabilities as mandated in Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). The documentation required for support may vary depending on the type of disability.

For the purpose of these guidelines, disabilities are grouped into four main categories:

- Learning Disabilities
- Attention Deficit/Hyperactivity Disorder
- Medical or Physical Disabilities
- Psychological Disabilities

The following documentation requirements for these categories must include a diagnostic evaluation including, as appropriate, a psychological or medical evaluation which is **no more than three years old**. Prescription slips DO NOT qualify as appropriate documentation. Disability documentation must have a disability diagnosis, indicate academic accommodations needed as a result of the disability, and include the **signature of a licensed clinical professional and the date of signature**.

LEARNING DISABILITIES

Documentation may include high school Individualized Education Plans (IEP's), 504 Plans, and/or Summaries of Performance (SOP's) **if** they include a current (within three years) psycho-educational evaluation that includes aptitude, achievement, and information processing subtests. A qualified professional, i.e. clinical or educational psychologist, neuropsychologist or learning disabilities specialist, must conduct and sign the evaluation. Disability diagnosis and appropriate academic accommodations must be included.

ATTENTION DEFICIT/HYPERACTIVITY DISORDER

Documentation may include completion of a "Verification of Disability" form from the MCC Special Needs office or a formal written report from a qualified professional, i.e. psychologist, psychiatrist, or relevantly trained medical doctor. The type(s) of assessment(s) used to make the diagnosis must be included along with the results. The documentation should include current treatment and functional impact on the student's academic activities. Appropriate academic accommodations should be listed.

MEDICAL OR PHYSICAL DISABILITIES

Documentation may include a completed “Verification of Disability” form from the Special Needs office or a formal written report signed and dated from a qualified professional, i.e. medical doctor, ophthalmologist, otologist, audiologist, orthopedist, or physical therapist. The documentation should include:

- A current diagnosis, including symptoms and expected duration.
- Explanation of the current functional impact of the diagnosis on the student.
- Appropriate academic accommodations.

PSYCHIATRIC/PSYCHOLOGICAL DISABILITIES

Documentation may include a completed “Verification of Disability” form from the Special Needs office or a formal written report signed and dated from a licensed mental health professional, i.e. clinical social worker, counselor, psychologist, psychiatrist, or neurologist. The documentation should include:

- The DSM-IV diagnosis, symptoms, and prognosis.
- Explanation of the current functional impact of the diagnosis on the student.
- Medical information relating to the college environment and medication(s).
- Appropriate academic accommodations.

All documentation is confidential and will be assessed according to these guidelines. Questions or comments regarding these documentation guidelines may be directed to the MCC Special Needs Department at 815-455-8676.