

University of Wyoming
Disability Support Services (DSS)
Documentation Guidelines

DSS requests appropriate documentation for students applying for services to confirm:

- That a disability, physical or mental health condition is present,
- That the disability/impairment/condition substantially limits a student in the academic environment and/or,
- That a particular accommodation is required to ensure equal opportunity to participate in, or benefit from, a UW program or service.

Documentation should:

- Be from a trained/licensed/certified professional (including, but not limited to: medical doctors, psychologists, therapists, audiologists, ophthalmologists, and educational diagnosticians); generally, these should not be family members.
- Include the letterhead of the professional providing the evaluation/diagnosis/assessment and include the name, address and qualifications of the professional.
- Include a description of the disability including the diagnosis, history, significance and expected duration (if applicable).
- Describe the expected duration, frequency, severity, and progression of the condition.
- Identify any functional limitations caused by the disability/impairment or physical or mental health condition.
- For conditions that may flare up or occur intermittently, documentation should describe the current severity, duration and frequency.
- Include any recommended accommodations associated with the identified functional limitations (**please note:** DSS will consider these recommendations, but will make the final determination about eligibility and appropriate modifications based on the essential requirements of the academic program or service).

DSS may ask for additional documentation if the information submitted is incomplete or does not support the student's request for specific accommodations.

Examples of appropriate documentation may include:

- Educational, psychological, or medical reports
- Reports and assessments created by healthcare providers, psychologists, or an educational system,
- Vocational assessments
- Records of prior use of similar accommodations
- Educational reports (including IEPs and 504 plans)

- These documents will be considered providing that they include specific identified disability, chronic physical, or mental health condition. Statements regarding functional abilities are also preferred.

If you do not have external documentation, contact DSS to discuss your situation and possible referrals for documentation.

The University of Wyoming DSS documentation requirements may differ from other educational institutions and may not be accepted by institutions, testing agencies, licensure exams and certification programs. When seeking services from outside organizations, please check with each program to determine their documentation requirements. Provision of accommodations at UW does not guarantee similar management at other colleges, universities, testing agencies or employers.

These general guidelines were developed to assist you and the professionals in your support network to prepare your application for DSS services.

Documentation and questions may be submitted to:

<p>Disability Support Services Dept. 3135 1000 E. University Ave. Laramie, WY 82071</p>	<p>Materials may also be: Delivered to: 128 Knight Hall Faxed to: 307-766-3298 Emailed to: udss@uwyo.edu</p>
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