



Documentation Guidelines for Health or Sensory Disabilities

Table of Contents

Overview

Good documentation needs to include

Good documentation for episodic conditions

All documentation needs to be from a qualified healthcare provider and include

Documentation can come in a variety of formats, including

Frequently Asked Questions

What if my existing documentation doesn't meet the criteria for "good" documentation?

Where should I submit my documentation?

What if I do not have any documentation for my disability and/or health condition?

Overview

For students requesting services for a health or sensory disability, the Disability Access office requires documentation from a qualified professional that describes the disability (i.e. gives a diagnosis) and the functional limitations caused by the disability (i.e. how the student is impacted). This documentation serves three purposes:

- To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
- To supplement information from the student's narrative regarding the impact of their disability.
- To inform the development of reasonable accommodation in an individualized access and accommodation plan designed to facilitate equal access to Gonzaga University's environments.

Good documentation needs to include

- A diagnosis of the disability/health condition
- A description of the current impact/limitations of the disability/health condition with specific focus on barriers to the educational and/or housing environment.
- A discussion of whether the disability/health condition is permanent or temporary.

- If temporary, please provide information on the expected duration and prognosis of the condition and any timeline for re-evaluation.

Good documentation for episodic conditions

Some disabilities/health conditions may have episodic flare-ups. A few such examples are Crohn's disease, chronic migraines, arthritis, multiple sclerosis, and seizure disorders. To help Disability Access understand the impact of these types of conditions, good documentation should discuss the following:

- Symptoms experienced during an episode.
- Frequency and duration of episodes.
- Triggers and warning symptoms of onset.
- Care plan for management.

All documentation needs to be from a qualified healthcare provider and include

- Contact information
- License number
- Signature or electronic signature

Documentation can come in a variety of formats, including

- Healthcare Provider Form
- Qualified provider's professional letterhead
- Official visit summary, such as emergency department discharge papers
- Audiogram
- Vision screening results

Frequently Asked Questions

What if my existing documentation doesn't meet the criteria for "good" documentation?

We encourage students to submit whatever documentation they have for review by the Disability Access office. It is possible that we may be able to establish disability and the need for accommodation without "good" documentation. It is also possible that provisional accommodation can be put in place while more documentation is obtained. If additional documentation is necessary, we will let the student know what is needed. A member of the Disability Office can meet with any student to discuss questions they may have about documentation. Students should not hesitate to contact us because they feel they lack "good" documentation.

Where should I submit my documentation?

Students may upload documentation when they fill out our Online Student Application found on our website (gonzaga.edu/disabilityaccess), under the "Student Resources" link, then "Process for Securing Accommodations". Alternatively students can bring their documentation directly to Disability Access, we are located in Foley 208 (second floor, south-east corner). Students or their health care providers can email the documentation to disability@gonzaga.edu, fax it to 509-313-5523, or mail it to 502 E Boone Ave, AD 19, Spokane WA, 99258-0019.

What if I do not have any documentation for my disability and/or health condition?

We are happy to meet with any student who has this question and wants to discuss their options. However, students who do not have documentation may also go to Gonzaga Health and Counseling Services (509-313-4052) for up-to-date information on Spokane area resources.