Documentation Guidelines for Psychological Conditions

Georgetown University Law Center follows the guidelines developed by the Educational Testing Service (ETS) with respect to documentation for psychological conditions. For complete guidelines, please visit the following website at www.ets.org/disability. The following is a general overview of our requirements:

I. A Qualified Professional Must Conduct the Evaluation
   Professionals conducting assessments, rendering diagnoses, and making recommendations for appropriate accommodations must be qualified to do so. The name, title, and professional credentials of the evaluator, including information about license or certification, shall be included. All reports should be on letterhead, typed in English, dated, signed, and otherwise legible.

II. Documentation Must Be Current
   Due to the fact that the severity and manifestations of the condition may change over time, it is helpful if the documentation reflects the current impact of the disability on academic performance. Typically, documentation shall not be older than six months.

III. Documentation Must Be Comprehensive
   The following information shall be included in the evaluation:
   a. a specific diagnosis (including DSM code), history of presenting symptoms, duration and severity of disorder, and prognosis
   b. a description of the current functional limitations in the academic environment
   c. relevant information regarding medication and any anticipated impact/side-effects from the medication
   d. relevant information regarding current treatment
   e. a rationale must be established for each requested accommodation
   f. any further relevant information that may be helpful in assessing appropriate accommodations which may include, but not limited to, historical and familial data

IV. Multiple Diagnoses
   Multiple diagnoses may require a variety of accommodations beyond the typical accommodations associated with just a single diagnosis. For this reason, documentation shall meet the individual guidelines for each condition. For example, if an individual has anxiety accompanied by a learning disability, the individual will need to provide documentation for both learning disabilities and psychological conditions.

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