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Office of Disability Services
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Documentation Guidelines for Physical Disability or Chronic Health Condition

Georgetown University Law Center has adapted the guidelines developed by the Educational Testing Service (ETS) with respect to documentation. For guidance, please visit the [EST Website](#). 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 shall be on letterhead, typed in English, dated, signed, and otherwise legible. Diagnoses documented by family members will not be accepted even when the family members are otherwise qualified by virtue of training and licensure/certification.

II. Documentation Must Be Current

Due to the fact that the severity and manifestations of a condition may change over time, documentation shall be recent enough to determine the functional impact of the disability on current academic performance.

III. Documentation Must Be Comprehensive

The following information shall be included in the evaluation, if applicable:

- a. specific diagnosis, history and onset of symptoms, cause of condition (if known), duration and severity, and prognosis
- b. a description of the current functional limitations in the academic and physical 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 may include evidence that rules out alternative diagnoses or specific testing measures that were not yet addressed

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 a hearing impairment accompanied by a learning disability, the individual will need to provide documentation for both physical conditions and learning disabilities.

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Submitting Documentation

Documentation should be submitted to the attention of the Office of Disability Services by email (disabilityservices@georgetown.edu), mail or fax (202) 662-4067.