



**Georgetown University Law Center
Office of Disability Services**

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**Disability Documentation Guidelines
2022-2023**

I. Documentation Must Be Provided by a Qualified Professional

Professionals conducting assessments, rendering diagnoses, and recommending accommodations must be qualified to do so. The name, title, and credentials of the evaluator, including license or certification information, shall be included. All reports should be on letterhead, typed in English, dated, signed, and legible. Documentation by family members with or without licensure/certification will not be accepted.

II. Documentation Must Be Current

Disabilities that qualify for accommodations are typically viewed as having a lifelong impact. However, severity and manifestations of the disability or condition may change over time, so documentation should reflect the current impact of the disability on academic performance. While each situation is handled on a case-by-case basis, please note the following guidelines:

- Chronic health, physical and mental health disabilities evaluation completed within **six months**
- Learning disabilities evaluation completed within **five years** using adult-normed instrument
- Attention disorders evaluation completed within **three years** using adult-normed instrument

III. Documentation Must Be Comprehensive

A diagnosis alone will not necessarily warrant accommodations under the ADA. If a student has two diagnoses, documentation for both diagnoses is required. Documentation for each diagnosis must meet the following guidelines:

- a. A specific diagnosis based on the DSM-5 or ICD-10-CM diagnostic criteria
- b. History, duration and severity of presenting symptoms
- c. Current functional limitations in the academic environment
- d. Current treatment information and prognosis
- e. A diagnostic interview and relevant testing (a psychoeducational or neuropsychological evaluation) including all subtest scores for learning disabilities and/or attention disorders

Supporting Information (insufficient alone)

- IEP and/or 504 Plan verifying previous accommodations
- Letters verifying prior accommodations (i.e. high school, college, etc.)
- Approval forms for national standardized exams (i.e. ACT, SAT, GRE, LSAT, GMAT, etc.)