



DOCUMENTATION GUIDELINES FOR ACCOMMODATIONS

Southern Connecticut State University provides reasonable accommodations to students with documented disabilities pursuant to the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, and their amendments. Eligibility for accommodations is determined by CASAS staff on an individualized, case-by-case basis following a review of documentation and the interactive process between the student and accessibility staff from The Center for Academic Success and Accessibility Services (CASAS).

Why Does CASAS Need My Documentation?

Documentation that describes your diagnosed disability or condition and its impact on you in a college setting is necessary for CASAS staff to be able to understand how your requested accommodation(s) would help to mitigate the impact of your disability or condition and provide you equal access to your education at Southern.

What Else Does CASAS Consider?

During the intake meeting, CASAS staff will ask you questions about your disability/condition and its impact on your education. CASAS staff consider this self-report, your documentation, and the essential requirements of the course(s), program or activity for which accommodation(s) will be used.

What Documentation Does CASAS Need?

FOR ACADEMIC ACCOMMODATIONS

IF YOU RECEIVED SPECIAL EDUCATION SERVICES IN HIGH SCHOOL:

- Your most recent Individualized Educational Program (IEP) (this is not the Summary of Performance), *AND*
- Your last cognitive/psychoeducational evaluation (conducted by your school district every 3 years), *AND*
- Your last academic achievement evaluation (conducted by your school district every 3 years), *AND if applicable*
- Your last speech & language, occupational therapy and/or physical therapy evaluations (if you received these services in high school), *AND if applicable*
- Any related third-party, outside or independent evaluations or other relevant information

Note: If you need help obtaining copies of your special education records from your school district, please contact CASAS as soon as possible.

IF YOU HAD A 504 PLAN IN HIGH SCHOOL:

- Your most recent 504 Plan, *AND*
- Any related evaluations conducted by your school district during high school, *AND*
- Current medical documentation related to the need for the 504 Plan (see below)

Note: If you need help obtaining copies of your 504 plan and related evaluations from your school district, please contact CASAS as soon as possible.

IF YOU HAVE AN ONGOING HEALTH CONDITION:

Documentation prepared and signed by your healthcare provider that includes:

- Diagnosis/diagnoses, including DSM or ICD number (if applicable), any co-existing conditions, date/age of onset
- Degree of impairment, progress, and treatment
- Prescribed medications, dosages, and adverse side effects (if applicable)
- Relevant background information
- Most recent assessment or diagnostic measures and procedures, their dates, and results
- Description of functional limitations of your disability/condition on your education
- Recommended accommodations and how, if approved, they would remove or reduce barriers, and ensure equal access to your education
- Provider's professional title, license number, and contact information.

Provider documentation must be on your provider's letterhead, signed by your provider, and address each of the items above. Alternatively, your provider may complete the *CASAS Academic Accommodations Licensed Professional Form* available on the [CASAS website](#) ("Accessibility Services" → "Registering")

All such documentation must be completed by a qualified and licensed practitioner who knows you well and with whom you have an established medical or therapeutic relationship. As a result, documentation purchased over the internet is generally insufficient for CASAS to approve accommodations.

IF YOU RECEIVED ACCOMMODATIONS AT YOUR PREVIOUS COLLEGE:

- The appropriate documentation described above or that you provided to your previous college when you applied for accommodations, *AND*
- Your most recent accommodation letter, *AND*
- Any other documentation relevant to your condition and the need for accommodations.

IF YOU HAVE AN INJURY OR OTHER TEMPORARY MEDICAL CONDITION:

Documentation from the medical provider treating your injury or condition, which should explain the impact, severity, and expected duration of your injury or condition. CASAS may require updated medical documentation periodically in order to determine if temporary accommodations need to be continued.

FOR RESIDENTIAL ACCOMMODATIONS

Documentation prepared and signed by your healthcare provider that includes:

- Diagnosis/diagnoses, including DSM or ICD number (if applicable), any co-existing conditions, date/age of onset
- Degree of impairment, progress, and treatment
- Prescribed medications, dosages, and adverse side effects (if applicable)
- Relevant background information
- Most recent assessment or diagnostic measures and procedures, their dates, and results
- Description of functional limitations of your disability/condition on your ability to live on campus
- Recommended accommodations and how, if approved, they would remove or reduce barriers, and ensure equal access to your educational experience
- Provider's professional title, license number, and contact information.

Documentation must be on the provider's letterhead and address each of the items above. Alternatively, your healthcare provider may complete the appropriate *CASAS Licensed Professional Form(s)* available on the [CASAS website](#) ("Accessibility Services" → "Registering") for:

- Housing Accommodations
- Emotional Support Animal Accommodations
- Personal Care Attendant Accommodations

All such documentation must be completed by a qualified and licensed practitioner who knows the student well and with whom the student has an established medical or therapeutic relationship. As a result, documentation purchased over the internet is generally insufficient for CASAS to approve accommodations.

When Should I Submit My Documentation?

As soon as possible, but **no later than 24 hours** before your scheduled intake meeting. This gives CASAS staff time to thoroughly review your documentation prior to the meeting. If CASAS doesn't receive your documentation on time, your meeting may be postponed.

How Do I Submit My Documentation?

- When you register with CASAS online, attach it to the bottom of the registration form.
- Log onto the Accommodate portal (if you have registered with CASAS already, go to "MyApps" then "Accommodate Symplicity" on the top left, click "Documents" on the menu and then "Add New" at the bottom, and "Submit.")
- Email it to casas@southernct.edu
- Fax it to (203) 392-6829, or
- Drop it off at the CASAS office on the 3rd floor of Buley Library in a sealed envelope marked "For Accessibility Staff"

What If I Have Questions or Need Help with Documentation?

- Call (203) 392-6828
- Email casas@southernct.edu
- Stop by the CASAS office on the 3rd floor of Buley Library