

Documentation Guidelines

In keeping with the [Academic Accommodations for Students with Disabilities Policy](#) and [Procedures](#), Student Accessibility Services (SAS) requires students to provide supporting documentation of functional impact in the academic setting to inform the accommodation process in the academic environment.

This documentation helps us understand the impacts you experience in the academic environment so we can work together to develop individualized accommodation plans that support equitable access while respecting each student's privacy and dignity.

Students can choose whether or not to disclose a specific diagnosis in their documentation. In some situations, additional information about a diagnosis may be requested if it would help clarify functional impacts, support the development of an accommodation plan, or assist in reviewing a specific accommodation or bursary request.

How is documentation used and stored?

Documentation is reviewed by your Case Manager team to confirm the presence of a disability, as well as inform planning for appropriate, disability-related accommodations and supports. Accommodation plans are directly linked to identified functional impacts outlined in documentation.

Documentation is securely stored within Brock University's information management system and is shared in accordance with privacy policy and student consent. Students are not required to share medical information with faculty or instructors in order to access accommodations.

SAS Documentation Forms

The documentation forms below have been developed by Brock's SAS team to gather relevant information to determine appropriate accommodation and supports. Depending on the nature of disability, the SAS Functional Assessment Form, supplementary forms, or alternative documentation outlining functional impact in the academic environment may be required.

SAS recognizes that multiple disability domains outlined below may be applicable to you. If you have any questions about how to proceed, please contact our [Transitions Coordinator](#).

SAS Functional Assessment Form

Supplementary Forms (if applicable):

SAS Emergency Medical Response Plan Form

Service Animal Form

No documentation?

If you:

- Have a diagnosed disability but do not currently have documentation
- Are in the process of being assessed or diagnosed
- Are having difficulty finding a health care provider to complete relevant documentation

you can still start the process of registering with SAS using the [SAS Registration Form](#). Our Transitions Coordinator will be able to provide next steps.

Documentation Overview

All documentation is to be completed by a health care provider that is qualified to comment on functional impact in the specified area of disability and confirm disability prognosis.

Documentation may be completed by allied health professionals not listed above when they have greater knowledge of the student's current functioning in an academic setting than the diagnosing provider. However, confirmation of the disability domain and duration by a provider whose scope of practice includes communicating a diagnosis is required to confirm the presence of a permanent, temporary, persistent, or prolonged disability.

Acquired/Traumatic Brain Injury (TBI/ABI)

Including concussion and post-concussion syndrome.

Required Documentation

SAS Functional Assessment Form

OR

Neuropsychological Assessment completed in the last 3-5 years using adult assessment scales.

Providers eligible to complete the form:

- Neurologist
- Neuropsychologist
- Psychologist
- Psychiatrist
- Psychological associate
- Family physician
- Specialist physician
- Nurse Practitioner

Attention Deficit Hyperactivity Disorder (ADHD)

Required Documentation

SAS Functional Assessment Form

OR

A **psychoeducational assessment** or **neuropsychological assessment** completed in the last 3-5 years using adult assessment scales.

Providers eligible to complete the form:

- Registered psychologist
- Psychiatrist
- Family physician with relevant training
- Nurse Practitioner with relevant training

Note: The following diagnostic criteria must be met:

1. Must meet the DSM-5 definition of ADHD.
2. Testing must be thorough and include a diagnostic interview, relevant history, evidence of impact in more than one domain, etc.
3. ADHD diagnoses made exclusively based on symptom counts or rating scales are not considered sufficient.

Autism Spectrum Disorder (ASD)

Required Documentation

SAS Functional Assessment Form

OR

A **psychoeducational assessment** or **neuropsychological assessment** completed in the last 3-5 years using adult assessment scales.

Providers eligible to complete the form:

- Registered psychologist
- Psychiatrist
- Family physician
- Nurse Practitioner

Chronic Health/Medical Condition

Required Documentation

SAS Functional Assessment Form

Providers eligible to complete the form:

- Registered psychologist
- Family physician
- Medical Specialist
- Nurse Practitioner

Deaf or Hard of Hearing

Required Documentation

SAS Functional Assessment Form

Providers eligible to complete the form:

- Family Physician
- Medical Specialist
- Audiologist

Note:

Supplemental documentation may include an audiology report or similar.

Learning Disability

Required Documentation

A **psychoeducational assessment** or **neuropsychological assessment** completed in the last 3-5 years, or after the age of 18, using adult assessment scales.

Note: An **IEP** on it's own **is not** considered sufficient documentation of a Learning Disability. It may be submitted as a supplementary document in addition to a psychoeducational assessment.

Providers eligible to complete the form:

- Registered Psychologist
- Psychological Associate
- Neurologist

Note: The following diagnostic criteria must be met:

1. **Must be completed in the last 3-5 years using adult assessment scales.** Documentation using children's scales or outside of this timeframe will be reviewed and considered for temporary accommodation support until updated documentation that meets these guidelines can be obtained.
2. **A clear diagnostic statement is made diagnosing a Learning Disability and the specified areas of impact.** A report must contain a clear diagnostic statement indicating the presence of a learning disability and the specified impact in the academic domain (ie. fluency, problem solving, decoding, etc). Statements such as "suggest the presence of" or "may indicate" or "weaknesses identified" are not diagnostic statements.
3. **Comprehensive testing including the following:**
 1. A detailed interview to obtain relevant background information.
 2. Review of relevant educational records.
 3. A formal intelligence test (e.g., WAIS-5).
 4. A formal measure of academic achievement (e.g., WIAT-4, WJ-V). *Note: the WRAT5 is not considered an acceptable measure when used on its own.
 5. A formal measure of memory skills including cued recall/recognition subtests (e.g., WRAML-3, WMS-5).

6. Effort and/or malingering testing.
4. **Standardized scores and/or percentiles must be provided** to ensure reasonable accommodations are suggested.
5. **Accommodation recommendations** should include suggestions that may assist in meeting the student's disability-related impacts and are reasonable in the university environment (as identified in the report and reflected in the diagnostic statement).

Blind or Low Vision

Required Documentation

SAS Functional Assessment Form

Providers eligible to complete the form:

- Family Physician
- Specialist (optometrist, ophthalmologist)

Note:

Supplemental documentation may include a visual field exam report or similar.

Mental Health

Required Documentation

SAS Functional Assessment Form

OR

A psychological assessment which includes a clear diagnostic statement.

Providers eligible to complete the form:

- Family Physician
- Nurse Practitioner
- Registered Psychologist
- Psychiatrist

Note:

Supplemental documentation from allied health providers may be included in addition to documentation completed by the above providers who are qualified to diagnose in this area.

Physical/Medical/Functional

Required Documentation

SAS Functional Assessment Form

Providers eligible to complete the form:

- Family Physician

- Medical Specialist
- Nurse Practitioner

Note:

Documentation may be completed by allied health professionals not listed above in the case that they are more aware of the students current functioning in an academic setting than the diagnosing provider.