



Guidelines for Health Documentation

Use this guideline to submit **historical health documentation** that is within the last five years of when the student plans to submit your disability intake form to Central Piedmont Disability and Access Services department. The student may also share the following information with the licensed medical or mental health professional providing their health documentation.

Note: Individualized Education Programs, 504 Plans, and Social Security Disability papers provide valuable information, however, they are not sufficient enough to establish eligibility for Disability and Access Services. You may need to submit additional health documentation after submitting Individualized Education Programs, 504, or Social Security Disability documents. Specific documentation guidelines can be made available upon student's request.

Health documentation should be formatted with:

- typed text
- on a full-page letterhead
- a signature from the licensed medical or mental health professional

Health documentation should include:

- information that is current and comprehensive
- a diagnosis
- information about the nature of the disability
- information about the severity of the disability
- information about functional limitations that occur as a result of having the disability (such as difficulty walking, breathing, talking, seeing, hearing, learning, thinking, etc.)
- information that states how the student's disability is currently affecting their ability to meet the demands of attending Central Piedmont
- recommendations for academic accommodations





Examples of Acceptable Health Documentation are:

- psychological, psychiatric, and psychoeducational evaluations
- neurological evaluations
- audiograms, audiology reports
- vision evaluations
- letters from medical or mental health professionals working with the student
- medical records
- Disability and Access Services Provider Request Form

Health Documentation may be considered unacceptable when:

- it is handwritten
- it is not on a full-page letterhead
- it is written on a prescription pad
- it is not descriptive enough to inform decisions about academic accommodations
- documentation is older than five years from intake application date
- it is a photograph or screenshot of documents

