DISABILITY SERVICES OFFICE DOCUMENTATION GUIDELINES

In order for our office to provide the most appropriate, most reasonable accommodation, we would prefer to receive documentation that follows the guidelines listed below. Once the documentation is provided, an intake will follow to discuss the impact of the disability within the academic environment. Please review and contact our office if you have any questions or comments.

GUIDELINES:

Documentation such as Individual Education Program (IEP), Summary of Performance (SOP), Teacher Observations, full psychological evaluations, psycho-educational evaluations (with test scores), physician’s medical records, etc. may be submitted to our offices for review. Documentation should be relevant and from a qualified professional or professionals that are licensed or credentialed with expertise in the diagnosed area of disability, i.e., a psychologist should not diagnose an orthopedic disability.

We prefer documentation (even from multiple sources) that offers the following information:

- A diagnosis of disability or impairment that limits a major life activity
- How the condition will impact the student within the academic environment
- Provide a listing of reasonable, appropriate accommodations that will lessen the impact of the disability within the academic setting

NOTE: Disability Services maintains the ability to ask for more documentation to clarify how the disability will impact the student within the academic setting.

Documentation can be faxed or mailed (see below) to our office. Our fax number is: 513-556-1383. If you have any questions, please feel free to contact our office at: 513-556-6823. Thank you.

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