

## Guidelines for Documentation of Physical / Medical Impairments

Students who are seeking services from Northwest Florida State College's Accommodations Resource Center on the basis of a diagnosed physical impairment are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This means a diagnosis by a physician in an appropriate medical specialization. Protection under Section 504 and ADA civil rights statutes is based upon documentation of a disability that **currently** **substantially limits** some major life activity such as learning.

The following guidelines are provided in the interest of assuring that documentation provided is appropriate to verify eligibility and support requests for reasonable accommodations, academic adjustments and/or auxiliary aids. The Coordinator for the Accommodations Resource Center is available to consult with diagnosticians regarding any of these guidelines.

**A doctor's prescription pad note or a school plan such as Individualized Educational Plan (IEP) or 504 plan IS NOT SUFFICIENT. An IEP or 504 plan can be included and used as part of a more comprehensive evaluative report.**

The documentation must be current (within the past three years), on letterhead, typed in English, dated, signed, and must include:

- The specific medical condition which causes the disability.
- Whether the condition is temporary or permanent, and if it is stable or progressive.
- Information about current prescribed medications used to treat the disability and possible side effects.
- A description of the functional limitation(s) caused by the disability.

Appropriate **reasonable accommodations** and services are individually determined by the Accommodations Resource Center in consultation with the student on the basis of information in the documentation provided.

**All documentation is confidential and should be submitted to:**

Coordinator, Accommodations Resource Center  
Northwest Florida State College  
100 College Boulevard  
Student Life Center, Bldg. 410 Rm 109  
Niceville FL 32578  
(Telephone and TDD: 850-729-6079)  
(Fax: 850-729-6893)  
Florida Relay Service:  
800-955-8770