

Guidelines for Documentation of a Disability

Students who are seeking support services and accommodations for specific disability may be required to submit documentation to verify eligibility for services and accommodations under Section 504 of the Rehabilitation Act of 1973 (Pub. L. No.93-122, & 504, as amended) and the Americans with Disabilities Act (Pub. L. No. 101-336) dependent upon the student's disability. It is the student's responsibility to pay any cost incurred through the appropriation of evaluations and documentation of the student's disability. All documentation must be sent to Centenary directly from the appropriate school or professional, rather than from the student or the student's family. If a student and/or diagnostician wish to discuss the documentation guidelines he or she can call the Disability Services office at (318) 869-5466 or 5424.

Included on this site are guidelines for specific disabilities and are provided to help assure that the documentation of a disability is appropriate to determine eligibility for services and accommodations. The accommodation process is an interactive process between the staff and the student. Accommodations are determined on an individual basis and may not be the same as those provided elsewhere.

Students who submit documentation that is incomplete or does not follow the documentation guidelines **will** be asked to submit documentation in accordance with the following documentation guidelines and **will** delay the determination of accommodations.

All documentation should be submitted to:

**Disability Services
P.O. Box 41188
Shreveport, LA 71134-1188
Fax: (318-841-7235)**

Supportive Documentation

The following is a list of documentation that Centenary College, Disability Services has found to be useful in determining appropriate accommodations. While you are not required to submit this information, it may be helpful in the accommodations process.

A copy of the most recent IEP;

A copy of approved accommodations for standardized examinations (e.g., ACT, SAT, GRE, LEAP);

A letter from the previously attended school, college, or university that includes a detailed account on accommodations granted;

A copy of transcripts or other grade reports from former educational institutions.

Note: This list is not intended to be exhaustive but merely a suggestion of additional documentation that may support the requests for specific accommodations.

Determination of disability will be made on an individualized, case-by-case basis. Whether a substantial limitation upon a major life activity exists, depends upon an analysis of (1) the nature and severity of the impairment, (2) the duration of the impairment, and (3) the permanent or long-term impact of impairment.