



## **GUIDELINES FOR DOCUMENTING A LEARNING DISABILITY**

For the purpose of determining eligibility for services, documentation must be submitted describing the current impact of the disability as it relates to the accommodation request. Such documentation will consist of a psycho-educational or neuropsychological evaluation conducted by a licensed or certified psychologist, educational diagnostician, or other relevant professional with training and experience in identifying and diagnosing learning disabilities. Objective evidence of a substantial limitation in learning or other cognitive functions should be provided. We prefer that the evaluation be less than three years old in order to demonstrate the current impact of the disability. Evaluations conducted by family members are not accepted. To identify appropriate accommodations, the evaluation should include a diagnostic interview that measures the following:

- **Aptitude:**  
A comprehensive intellectual assessment should be administered. The age-appropriate Wechsler intelligence scale is strongly preferred. All subtest and standard scores should be reported.
- **Academic Achievement:**  
A complete achievement battery to measure current academic functioning is needed, including, at least, measures of reading (decoding and comprehension), oral and written language, and mathematics. The *Woodcock-Johnson Psycho-educational Battery-Revised: Test of Achievement*, the *Wechsler Individual Achievement Test (WIAT)*, and the *Stanford Test of Academic Skills (TASK)* are among those which are acceptable.
- **Information Processing:**  
Short and long-term memory, sequential memory, auditory and visual perception/processing, speed of processing, executive functioning, and motor abilities should be addressed. Analysis of performance on some of the aptitude and achievement tests may provide relevant information, but additional assessment techniques may be needed.

The diagnostic report should be on letterhead, dated and signed, indicating the certification or licensure of the evaluator. The report should include a summary of the diagnostic interview, the tests administered with subtest and standard scores, a description of the nature and severity of the substantial limitation to learning (or other major life activity) and the specific diagnosis, a description of the student's history, test behaviors, and score patterns that support the diagnosis, and recommended academic accommodations with rationale to support them.



To the professional:

To assist Austin College in determining a student's eligibility for accommodations for a disability, please provide the following information about his/her disability on your professional letterhead.

- Student's name
- Date of evaluation and/or last contact
- Diagnosis and history (e.g., symptoms, age at onset, procedures used to assess or diagnose the disorder); full psychoeducational or neuropsychological evaluation report, preferably less than three years old (for more information see specific Guidelines for Documentation)
- Thorough academic history of elementary, secondary, and postsecondary education
- Developmental and family history identifying relevant educational, learning, physical, or psychological difficulties
- Summary of procedures used to assess or diagnose the disorder, including all scores
- Alternative causes should be ruled out (e.g., psychological, medical, or non-cognitive explanations for hyperactivity, impulsivity, or attentional problems)
- Nature of impairment(s) on major life activities (must include evidence of current impairment and limitations in the academic setting)
- Level of severity of the impairment(s) (mild, moderate, or severe)
- Stability of impairment and recommended interval for re-evaluation
- Duration of treatment and frequency of contact
- Medication(s) and other treatments
- Strengths in an academic setting
- Recommended accommodations and rationale to support them
- Additional comments or relevant information
- Your name, address, phone number, and information about your licensure or certification, degree, training, area(s) of specialization, etc.

Please send the above information to:

Laura Márquez Ramsey,  
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