

### **What is Documentation?**

Documentation is an assessment or evaluation verifying a diagnosis of disability from a qualified professional. A qualified professional is someone who has the credentials and training to diagnose specific disabilities. Prescription pad notes are not acceptable.

### **Why do I need Documentation?**

Documentation is one tool Accessibility Resources uses to verify a student has a disability and to determine a student's eligibility to receive accommodations in the educational setting. Documentation also helps Accessibility Resources determine effective and appropriate accommodations. Documentation is used to support the accommodation request and inform the Access Plan.

### **What does ideal documentation look like?**

Ideal documentation should include:

- A diagnosis of the disability/health condition by a medical doctor, psychologist, psychiatrist, neuropsychologist, school psychologist, other professional diagnostician, or other qualified medical professional trained to diagnose disability.
- A description of the current impact/limitations of the disability/health condition with specific focus on barriers to the educational environment.
- A discussion of whether the disability/health condition is permanent or temporary.
  - If temporary, please provide information on the expected duration of the disability/health condition and timeline for reevaluation.

### **Documentation must be from a qualified healthcare provider and include:**

- Contact Information of provider
- License number and/or credentials
- Signature or electronic signature
- Date(s) of testing / evaluation

### **Documentation may be submitted in one of the following formats:**

- Qualified provider's professional letterhead
- Psychological / Neuropsychological Assessment
- Official provider visit summary (more documentation may be requested)

### **Will my healthcare provider be contacted by AR?**

For the purpose of determining appropriate accommodations, BTC Accessibility Resources reserves the right to contact your healthcare provider in order to obtain additional information in order to coordinate college-related services that will be most beneficial to you.

### **How should I submit my documentation to AR?**

There are a few ways to ensure your documentation is received by AR while maintaining confidentiality:

- Your healthcare provider may FAX your documentation directly to the AR Office at **360-752-7376**.
- You may drop off your documentation to the AR Office, College Services Building, Room 106. Our front desk professionals will be happy to place your documentation into a sealed envelope and submit directly to AR.

### **After I submit documentation, how long will it be before I have accommodations?**

Accessibility Resources will do their best to provide accommodations in a timely manner. However, some accommodations may take longer to place. Please allow 4-6 weeks for accommodations to be fully implemented.

**ACCESSIBILITY RESOURCES • College Services Building Room 106**  
Phone: 360-752-8450 • Email: ar@btc.edu • Fax: 360-752-7376

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