

## Documentation Guidelines

The Disability Resource Center (DRC) provides equal access to education, programs, and activities for students of Portland State University who have disabilities. We are happy to meet with you and discuss your request for accommodations. If we need any supplemental information, we will address that in your initial appointment. The general guidelines listed below were developed to assist you in working with your Qualified Professional\* to provide you with a framework for the supplemental documentation we may need.

Your Qualified Professional should address the following items in their letter. Alternatively, they can fill out the applicable Documentation Form (located on our [forms page](#)).

1. **Please provide information about the student's current diagnosis(es) or condition(s)**, including date of diagnosis and date of last visit. When appropriate, include International Classification of Diseases (ICD) or Diagnostic Statistical Manual (DSM) codes and the date of the student's most recent evaluation.
2. **Is the diagnosis permanent?** If not, what is the expected duration?
3. **If the student is currently undergoing treatment or taking medication**, are there any expected side effects? If so, please provide a list of any medications prescribed and/or any significant side effects.
4. **Please provide information about symptoms that, when active, affect the student's** physical, perceptual, cognitive, and behavioral functioning. Please also provide, if appropriate, information about the intensity, duration, and frequency of the symptoms that the student experiences.
5. **If you have any suggestions for accommodations or auxiliary aids**, please include that information, as well as any additional information that may be helpful.

If you request a specific accommodation, make sure your Qualified Professional can provide the applicable information needed. While the DRC makes the final determination of reasonable accommodations, we will use information gathered from our meeting with you, relevant suggestions from your provider, and information about environmental, curricular, and other requirements as needed.

Supplemental documentation letters should be on letterhead and include the Qualified Professional's credentials. For additional clarification regarding appropriate supplemental documentation, please contact the Disability Resource Center at 503-725-4150 or via email at [drc@pdx.edu](mailto:drc@pdx.edu). Supplemental documentation can be faxed to 503-725-4103.

Students should be aware that other universities may have different documentation guidelines and testing agencies (which administer standardized tests such as the GRE and LSAT) often require more extensive documentation.

\*Qualified Professionals must have expertise in the differential diagnosis of the documented impairment(s) or condition(s) and follow established practices in the field.