



## **Disability Services: Documentation Criteria**

The Future Professional is required to provide documentation that demonstrates credible assurance of a disability issue. The documentation should directly support the Future Professional's request for accommodations. The documentation must be from a medical provider (such as a doctor, psychologist, psychiatrist, etc.) or Last IEP from Grade School or equivalent or Lastly, from testing services (Wechsler Adult Intelligence Scale and other tests).

The documentation must state the specific disability and show cause for why a Future Professional's disability significantly limits their ability to complete their educational goals at the School. The documentation should include a summary of the Future Professional's functional limitations in order for the School to determine the appropriate accommodations. The documentation submitted must be current and reflect a date within the past twelve months; if the document is older than twelve months, the Future Professional must provide current documentation from an appropriate professional. The documentation is kept on file in the ADA Coordinator's Office for verification purposes.

For verification purposes, the documentation should be typed with the appropriate official signature and contact information for the associated facility (official letterhead is preferred). We do not accept documentation that is handwritten or submitted on a prescription note. These documents are scanned into a protected part of your permanent record and therefore, must be legible and clear.

Documentation can be submitted to the ADA Coordinator by email or by hand delivery to the ADA Coordinator at the School.

The School will not provide accommodations until the proper documentation is provided and reviewed.

Once documentation is received, it will be reviewed. If the documentation provided does not meet the School's requirements, it will not be accepted as the official documentation. Future Professionals will receive notice and will be asked to provide alternative supporting documentation. The ADA Coordinator may reach out to the treating provider for clarification during the interactive process. The documentation is kept on file in the ADA Coordinator's Office for verification purposes. Future Professionals requesting additional accommodations after their initial approval may be asked to provide additional documentation.

You can submit your documentation to the ADA Coordinator via email or hand delivery.

If you have further questions, please contact:

Florence Cleveland, ADA Coordinator, Shearz Institute

Email: [ShearzTuition@gmail.com](mailto:ShearzTuition@gmail.com) 404-476-4949