

Documentation Guide for Providers, Clinicians and Schools

Documentation

This letter is designed to assist with providing documentation about a student that has requested services through the Center for Disability Services office at Everett Community College. Documentation of a student's disability and academic barriers is helpful for our office to determine appropriate

Not all disabilities are easy to see or understand. This process helps explain a student's barriers and assists in meeting eligibility requirements for certain accommodations.

What we are looking for...

School Records

If the student was in special education, had an IEP or 504 plan or received other supports or accommodations in high school, we are looking for any of the following records:

- **School Psychology Evaluations**
- **Individualized Education Plan (IEP)**
- **504 Plan**
- **Summary of Performance**
- **Teachers' notes or Letters to parents**

Clinical Reports

If the student receives or received services from a health professional, clinician or other provider, we are looking for the evaluation, diagnosis or exam results that show the student's **current disability experience**. These reports may include:

- **Activity Prescription Report (L&I)**
- **Hearing and vision exams**
- **Medical report summaries**
- **Psychological tests**
- **Psycho-educational evaluations**
- **After visit summary of most recent appointment that includes list of diagnosis**
- **A letter from the provider that discusses a student's diagnosis and its academic effects**

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. Contact the following people with inquiries or complaints regarding discrimination, Title IX compliance, or Americans with Disabilities Act compliance: Equal Opportunity Director: EqualOpportunity@everettcc.edu, 425-388-9271; ADA Coordinator: ADAcoordinator@everettcc.edu, 425-388-9232; Title IX Coordinator: TitleIXCoordinator@everettcc.edu, 425-388-9271. All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the [Equal Opportunity and Title IX website](http://EverettCC.edu/EqualOpportunity): EverettCC.edu/EqualOpportunity