



Center for Disability Services

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Documentation Guidelines for Health and Physical Disabilities

Documentation of a disability must be generated by a medical or professional expert in the related field of disability and submitted in writing to Center for Disability Services (CDS) where it will be kept in a confidential file. The cost and responsibility for providing this documentation **shall be borne by the student**.

NOTE: A diagnosis of a disorder/condition/syndrome in and of itself does not automatically qualify an individual for accommodations under the American Disabilities Act (ADA).

For **health and physical disabilities** the following guidelines are appropriate:

- Health and physical disabilities include but are not limited to: orthopedic conditions, Cardiovascular/pulmonary conditions, Multiple Sclerosis, Cerebral Palsy, spinal cord injuries, cancer, AIDS, Muscular Dystrophy, Spina Bifida.
- Health and physical disabilities are considered to be in the medical domain and require diagnosis by a qualified medical professional. **Documentation should be written on Letterhead Paper with the appropriate contact information for the diagnosing professional clearly noted.** If the condition is permanent, then the documentation should be within 3 to 5 years. If the condition is temporary, or unstable, then the documentation should be with the last 6 months to a year.

The documentation should include the following components:

- A clear statement of the **medical diagnosis** of the physical disability or systemic illness;
- How the disability **substantially limits a major life activity**, including but not limited to walking, breathing, seeing, hearing, performing manual tasks, caring for one's self, learning or working;
- A description of the **type and severity of current symptoms and functional impact** of the disability;
- Medical information relating to the student's ability to meet the demands of the postsecondary environment (physical, perceptual, behavioral, or cognitive);
- A description of treatments, **medications, assistive devices/services currently prescribed** or in use;
- A description of the expected **progression or stability** of the disability over time.

Suggestions of reasonable accommodations with supporting evidence may be included.

The final determination for providing appropriate and reasonable accommodations rests with the Center for Disability Services (CDS) and Everett Community College.

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