

Guidelines for Documenting Speech Disability

1.) A Qualified Evaluator. A licensed audiologist or licensed speech-language pathologist would be considered qualified to diagnose a communication disorder and make recommendations for appropriate accommodations. The documentation must meet the following criteria:

- include evaluator's name, title, professional credentials, license and/or certification number,
- be presented on the professional's letterhead, typed, dated, signed, and legible,
- the evaluator may not be a family member.

2.) Current Documentation. The currency of documentation is dependent upon the nature of the communication disorder. Thus, if the condition that leads to the communication impairment is progressive, our office will request documentation that is within the last **two years**. Documentation for non-progressive communication disorders should be **five years**. However, each request will be evaluated on a case by case basis.

3.) Comprehensive Evaluation. Documentation **must** be including the components listed below:

- A clear statement of the communication disorder with supporting data. A summary of present symptoms which meet the criteria for diagnosis of a communication disorder.
- Medical information relating to the student's needs
- The status of the student's current impairment (static, improving or degrading)
- Its impact on the demands of the academic program
- Narrative or descriptive text providing both quantitative and qualitative information about the student's abilities which might be helpful in understanding the student's profile, including the use of auxiliary aids, hearing aids (if appropriate), etc.
- Suggestions of reasonable accommodation(s) which might be appropriate at the postsecondary level.. These recommendations should be linked to the impact of the disability.

4.) Supporting Documentation. While required, the report of the qualified evaluator is by no means the only documentation we can use to better understand and accommodate the student with a learning disability. Other helpful documents are: records of accommodation on standardized tests such as SAT or ACT, high school 504 plans or IEP's.