



## **Appendix C**

### **Grinnell College Disability Documentation**

The following documentation is the minimum necessary in order to provide a prompt review of records and determine the appropriate accommodation, if any. Additional documentation may be necessary on a case by case basis. Supplying this minimum documentation does not guarantee any accommodation will be supplied.

1. Information must come from the appropriate licensed medical professional. This person must have the necessary qualifications to accurately and properly diagnose the claimed disabilities.
2. The licensed professional must state the disability findings on the official letterhead that indicates the professional area of specialization.
3. There must be a statement of findings that indicate why there was a need to perform testing to determine a disability was present.
4. The testing performed must be included. It must state the dates, tests, results, and a summary of those tests, as well as the certifying official performing those tests.
5. A conclusion summary must be part of the documentations that shows a correlation drawn from the testing to the diagnosis, including the treatment plan and relevant medication.
6. The functional limitations must be cited. The limitations shall be related to the essential functions of the employee's specific position.
7. All medications and treatments prescribed must be listed if they could impair the employee's ability to perform essential functions of the job.
8. All documentation shall be dated within the last 3 years. If necessary, this time frame may be shortened on a case by case basis at the discretion of the ADA Officer.