

## **GUIDELINES FOR DOCUMENTATION OF A DISABILITY**

Disability Resources

Grinnell College, Grinnell, Iowa

Phone: 641-269-3124; FAX 641-269-3710

Grinnell College is committed to meeting the needs of individuals with disabilities through the use of appropriate accommodations and assistive technology. The College engages in an interactive process with employees to identify an appropriate accommodation for a disability, which typically requires medical or other appropriate documentation. Grinnell College recognizes that the lived experiences of the individual provide an important source of information which should be considered alongside other types of documentation to determine the impact of the disability in the Grinnell College employment environment.

Reasonable accommodations are identified by considering the nature of the disability and the resulting impacts on the individual's daily life functions that occur within the specific environmental contexts of Grinnell College. These accommodations may also be informed by the specific physical and workplace environments of the employee's job.

The following guidelines are intended to assist the employee and their providers in collecting documentation that will be helpful in assessing necessary and reasonable accommodations within at Grinnell.

### General Recommendations

Documentation should be recent enough to accurately reflect the current impact of the disability on the employee's functioning. Some typical guidelines for specific disability categories are listed below, however, the age of the documentation is dependent on the specific disability characteristics, the employee's requested accommodations, and the current functional impacts the employee is experiencing. Therefore, disabilities that are intermittent, sporadic, or degenerative may require more frequent evaluation.

Employees should also submit a completed Request for Accommodations form to the Assistant Dean of Disability Resources.

If at any time a student would like to consult regarding the documentation process, has questions about the process, or is having difficulty gathering supplemental documentation, they should contact the Disability Resource Coordinator within the Office of Academic Advising at 641-269-3124.

### Specific Recommendations for Documentation from Medical or Mental Health Providers

Employees are encouraged to inform their medical providers that the College would find the following information most helpful in its effort to accommodate a disability:

1. Diagnosis and co-morbid conditions that could be disabling in the Grinnell College environment.
  - a. If a diagnosis has not been reached but there is clear evidence of a condition that could be disabling please describe the relevant medical history.
2. The current severity and the relative stability of the condition.
  - a. The extent to which this condition would be disabling in the Grinnell College

context.

3. Any current or expected functional impacts.
4. Any current medication and side effects that could cause additional functional impacts.
5. Length of time that the provider has been treating the student and the date of the last appointment.
6. Any recommendations for accommodations that may mitigate these functional impacts.

All documentation should be provided on official letterhead that is signed by the provider and includes the providers' qualifications. The provider should be appropriately qualified to diagnose the primary condition (see below for specific requirements by category of disability). Documentation can be faxed to 641-269-3710, ATTN: Disability Resources.

At times Grinnell College may require the employee to have an active release on file with their medical provider so that the college can seek additional information.