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Documentation Criteria Guidelines

The following guidelines are provided for students who have a disability for which services are needed. Documentation must be prepared by a licensed professional qualified to diagnose and treat the disability.

The documentation must be typed/printed on Letterhead of the practitioner or agency. Handwritten notes and notes on prescription pads are not accepted.

Documentation can be submitted via email to: counseling@loyolaprep.org

Below is the information Loyola College Prep is looking for in evaluating an individual's request for reasonable and appropriate academic accommodations. Please include the following in your letter of support:

1. List primary diagnosis, date of diagnosis and any secondary/other diagnoses that may apply.
2. Describe your professional relationship with the student on which you are basing your treatment plan (e.g. type of treatment, length/history of relationship).
3. Confirm the student's relevant medical or mental health diagnoses that you feel rise to the level of disability.*
4. Describe how the student's disability creates a significant barrier to full access in their academic courses when compared to their peers. Functional imitations and expected impact on academic performance must be included. *(Please note that the impact must go beyond the typical nervousness that most people are expected to feel in a test taking situation.)*
5. Provide your credentials with signature (Name, Title, License or Certification #)

The legal definition of disability is a mental or physical condition that substantially limits a major life activity compared to most people. Substantial in this context is somewhat subjective but means a notable, significant, meaningful limit/difference to the manner in which the individual engages in the activity, the conditions necessary for them to engage in the activity, the duration for which they can engage in the activity or the frequency which they engage in the activity. Major live activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and the proper functioning of major bodily systems. Revised 6/2021