



Documentation Used in the Accommodation Process

There are 3 Types of Documentation that we look for when determining a student's need for accommodations.

Primary Documentation: Student's Self-report

The student is a vital source of information regarding how they may be "limited by impairment."¹ A student's narrative of their experience of disability, barriers, and effective and ineffective accommodations is an important tool which, when structured by interview or questionnaire and interpreted, will be used for establishing disability and a need for accommodation. **This information is gained from the application questionnaire that is located in the HatterAccess Portal AIM.**

Secondary Documentation: Observation and Interaction

The impressions and conclusions formed by higher education disability professionals during interviews and conversations with students or in evaluating the effectiveness of previously implemented or provisional accommodations are important forms of documentation. Observations of students' language, performance and strategies are used as an appropriate tool in validating student narrative and self-report. **This information is gained during the intake/welcome meeting that takes place between the accessibility specialist and the student.**

Tertiary documentation: Information from External or Third Parties

Documentation from external sources may include educational or medical records, reports and assessments created by health care providers, psychologists, therapists or counselors, teachers, or the educational system. This could include documents that reflect education and accommodation history, such as an IEP, 504 Plan or an accommodations letter from another college/university. **External documentation is required and should show the diagnosis/condition, the barriers the diagnosis causes for the student and recommendations for how to address the barriers. This information is gained through the documentation that is uploaded through the HatterAccess portal AIM. For more information regarding documentation, please see our website or email us at asc@stetson.edu.**