



Caltech Accessibility Services for Students

Phone: 626-325-2961

Email: cass@caltech.edu

Documentation for Student Disability Accommodations

In order to provide auxiliary aids and services and evaluate requests for student accommodations, Caltech requires documentation of physical and mental disabilities.

State and Federal Law provide that individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations. To establish that an individual meets the requirements under the law, documentation must not only indicate that a specific disability exists but also that any functional limitations caused by the disability either significantly limit one or more major life activities or prevent the normal exercise of bodily or mental functions. A diagnosis of a disability in and of itself does not automatically qualify an individual for accommodations. The documentation must also support the request for academic and/or housing accommodations.

This document requests information necessary to establish the existence and impact of a student's disability on an individual's academic performance and/or ability to access Caltech programs, services and activities. It will be used to validate and assess the need for accommodations. In instances where there are multiple diagnoses, please provide information for each diagnosis.

Medical information you provide will be held confidential and confidentiality will be maintained consistent with legal requirements. In addition to the requested information, please attach any other information you think would be relevant to the student's accommodation needs. Please contact us at cass@caltech.edu if you have questions or concerns. Thank you for your assistance.

Specific documentation requirements for learning disabilities and temporary medical conditions can be found on the CASS website: <https://cass.caltech.edu>

For students with asthma, environmental allergies, or a food allergy-related disability seeking accommodations for housing or dining, please use this form:

https://cass.sites.caltech.edu/documents/19475/Allergens_and_dietary_v4.pdf

This form must be completed and signed by a medical/clinical professional and returned to CASS.

Student's Name: _____

Today's Date: _____

Please provide responses to the following questions:

1. Please list the student's diagnosis(es), including DSM or ICD codes (if relevant), severity (mild, moderate, severe) and chronicity. *If you are in the process of ruling out a diagnosis, you can also mention this.*

2. When was the student diagnosed, and when was the onset of the condition?

3. How long have you worked with this student (timespan, # of visits)? When was the last visit?

4. How did you arrive at your diagnosis? Please check all relevant items below, **adding any notes that you think might be helpful to us as we determine which academic accommodations may be appropriate for the student.**
 - Structured or unstructured interviews with the student

 - Interviews with other persons

 - Behavioral observations

 - Testing, including neuro-psychological or psychoeducational testing, or medical tests such as audiogram, visual acuity, etc . . . (Please attach any relevant testing)

 - Other (Please specify).

Notes:

3. Please describe the current functional limitations imposed by student’s disability on the following life activities, indicate whether the impact is substantial and provide the predicted impact on academic performance and/or engagement in programs or activities.

LIFE ACTIVITY	DEGREE OF IMPACT (mild, moderate, or severe)	DETAILS
Concentrating		
Cognitive Processing		
Memory		
Processing speed		
Meeting deadlines		
Attending class regularly		
Organization & time management		
Stress management		
Reasoning		
Communicating		
Sleeping		
Eating		
Social interactions		
Mobility		
Hearing		
Seeing		
Handwriting or typing		
Other:		
Other:		

CERTIFYING PROFESSIONAL *

Name: _____

Signature: _____ Date: _____

License: _____ Email: _____

Telephone: _____ Fax: _____

Address: _____

* The certifying professional must have expertise in the diagnosis of the documented disability or condition and follow established practices in the field.