



**University of San Francisco
Student Disability Services (SDS)**

**General Documentation Guidelines For Health Impairments, Physical Impairments,
Permanent Disabilities, Psychological Disorders, Hearing Impairments, Vision
Impairments, Multiple Disabilities**

The guidelines are to aide you in working with your treating professional(s) to prepare the information needed to evaluate your request. If, after reading these guidelines, you have any questions, please call Student Disability Services at (415) 422-2613.

Components must include:

1. a. A diagnostic statement identifying the disability, date of the current diagnostic.
b. A description of the diagnostic criteria and/or diagnostic test used.
2. A description of the current functional impact/limitations of the disability in an educational setting.
3. Treatments, medications, assistive devices/services currently prescribed or in use. A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side affects that may impact physical, perceptual, behavioral, or cognitive performance should also be noted.
4. A description of the expected progression or stability of the impact of the disability over time should be included. This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs for reevaluation.
5. The credentials of the diagnosing professional(s).
6. Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided.