

## **KY AHEAD Postsecondary Schools Statewide General Disability Documentation**

While each College or University has its own standards and policies for disability documentation, the **Kentucky Association for Higher Education and Disability (KY AHEAD)** has adopted this statewide guideline for Kentucky postsecondary schools to consider in determining documentation criteria.

### **Essential components:**

- Written or printed document on official letterhead which includes the address, telephone number, name, title, and professional credentials of the evaluator.
- Signed by Certified/Licensed Professional qualified to make the diagnosis.
- Clearly stated diagnosis.
- Description of functional limitations.
- Current, depending on the diagnosis, as within a timeframe of or near 16 years of age to determine current impact. *NOTE: Currency does not apply to physical or sensory disabilities of a permanent or unchanging nature.*
- Include educational, developmental, and medical history relevant to the disability and accommodations requested.
- Include a list of all test instruments used in evaluation report and relevant subtest scores used to document the stated disability. *NOTE: Test instruments may not apply to physical or sensory disabilities of a permanent or unchanging nature.*
- Recommend specific accommodations requested.
- Provide support for requested accommodations.

***NOTE: Each Postsecondary Institution determines whether documentation meets eligibility criteria for services. Please check with the College or University you are applying to regarding required documentation of disability.***