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.*