**Austin Peay State University**

**Office of Disability Services**

**Documentation Guidance 2012**

***In order to ensure accommodations provide effective access, a collaborative process between the student and professional staff of ODS exists. The experience of each individual is unique and will be evaluated on such basis as guided by the ADA AA, 2008.***

The following guidance should be used when evaluating documentation and providing reasonable accommodations:

* Individual Review
* Non-burdensome Process
* Current and Relevant Information

**Sources and Forms of Documentation**

* **First: Student’s Self-Report**
  + Narrative via Intake Form
  + Interviewed by ODS staff
* **Second: Observation and Interaction**
  + Professional Staff Interview, observations, review of previously submitted documentation and implemented accommodations.
  + Validating student narrative and self-report.
* **Third: Information from External or Third Parties**
  + Traditional documentation from a third party such as a physician or school system
  + Individual Education Plan (IEP), Summary of Performance (SOP), 504 Plan, etc.
  + Documentation is accepted which shows the historical impact of a disability and is pertinent to classroom accommodations.