

Guidelines for Visual Impairment Documentation

The following guidelines are provided for evaluators, physicians, medical professionals, students and family members to guide the process of submitting documentation to the Academic Success Center. Our goal in providing these guidelines is to facilitate the review process for students with disabilities requesting accommodations.

- Documentation submitted should be current and relevant, printed on official letterhead, and signed by the credentialed professional. **Professionals conducting assessment, rendering diagnosis of specific disabilities and making recommendations for appropriate accommodations must be qualified to do so.**
- Evaluators, physicians, medical professionals, etc. are encouraged to submit any prior assessments and/or evaluative reports together with the current documentation.
- A Summary of Performance (SOP), Individualized Education Program (IEP) and/or a 504 Plan may not be sufficient in determining accommodations in college.
- Reasonable accommodations are determined based on the nature and resulting impairment(s) due to the disability.
- While the law requires that priority consideration be given to the specific methods requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.
- Prior receipt of accommodations (e.g., in high school) does not guarantee receipt of the same accommodations at Gordon College.

Evidence of Existing Impairment

- Statement of diagnosis(es)
- Date and/or age of onset of visual impairment
- Date of last ocular assessment
- Discussion of the student's visual acuity
- Discussion regarding the existence of any other conditions (if applicable)

Presenting issues and Background History

- Information regarding the individual's presenting issues
- Discussion of the nature and severity of the visual impairment
- Discussion of pertinent background and history of any prior accommodations received

Visual Technologies and Medications

- Description of any visual aids and technologies currently used by the student
- List of current medication(s) including dosage(s) and frequency (if applicable)

Recommendations

Specific recommendations regarding academic accommodations, auxiliary aids and/or services including a rationale for each accommodation recommended based on the individual's identified functional limitations.

**Documentation may be submitted to the ASC:
Academic Success Center
Gordon College
255 Grapevine Road
Wenham, MA 01984**

Email: ASC@gordon.edu

Guidelines/Checklist adapted from the University of Connecticut, Center for Students with Disabilities