PHYSICAL DISABILITY DOCUMENTATION GUIDELINES

Student Information
To be completed by the student

Name: ___________________________ Student ID: ___________________________

Email: ___________________________ Phone: ___________________________

To the student: These guidelines will help you understand the documentation requirements for establishing a physical disability. To be eligible for accommodations related to a physical disability, the documentation must show that it causes a limitation/s in a major life activity. It is also necessary to show how accommodations will help compensate for those limitations.

For many physical conditions, the limitations are apparent; but for other conditions the limitations are not readily observable. Furthermore, the severity and permanency of conditions are variable. For these reasons, a diagnosis of a physical condition may not provide sufficient information to establish a physical disability or need for accommodation.

A report from a qualified professional who is familiar with your condition will be helpful in establishing your eligibility for services and need for particular accommodations. While a comprehensive evaluation by a professional is required, Student Accessibility Services (SAS) will review any supplemental information you feel is relevant to demonstrating your need for accommodation. You may submit prior evaluations or medical reports, verification of accommodations from undergraduate institutions and on the LSAT, and any other information you believe will help SAS understand your limitations and need for accommodation. You are encouraged to submit all documentation that you believe is relevant as soon as possible to expedite your request for accommodation.

You should submit your documentation to SAS in the Office of Student Affairs at Loyola Law School (LLS) along with your application. After all your documentation has been submitted, you will be contacted by SAS regarding the results of your documentation review. SAS will make every effort to respond to your request within 15 business days once you have provided all your documentation.

We recommend that you read and provide a copy of the following Psychiatric Disability Documentation Guidelines to the professional who most recently evaluated you. If you are being treated by more than one professional, it may be helpful to submit a report by each person you see. Please be advised that the documentation requirements for state bar examinations may differ from those required by LLS. You should consult the state bar if you have questions about their accommodation documentation requirements. For all other questions, you may call SAS at (213) 736-8151.

I have read and understood the information provided above.

Signature: ___________________________ Date: ___________________________

Revised July 23, 2019
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Licensed Professional Information
To be completed by the Licensed Professional

Name and Title of Licensed Professional: _____________________________

License Certification Number (Describe credentials): _______________________

Business Address: ___________________________________________________

_____________________________________________________________________

Telephone Number: _________________________________________________

Signature: ___________________________________ Date: __________________

To the Licensed Professional: Based on a physical condition, your patient is seeking services through Loyola Law School’s Student Accessibility Services (SAS) in the Office of Student Affairs. To be eligible for services this student must establish that they have a physical condition that results in limitation/s in a major life activity. Recommended accommodations should be directly related to those limitations with an explanation of how the accommodations have helped compensate for the limitations or why they are needed now.

The limitations associated with some physical conditions are apparent, but there are many conditions that are not obvious, and disorders can manifest in different ways depending on the patient. Furthermore, physical conditions may or may not be permanent, and the nature and severity of symptoms and limitations can change over time. For these reasons, it is important that the information that you provide addresses this student’s current condition and how it may impact their studies and life on campus.

Your input can be very helpful, and we strongly encourage you to attach a report that fully addresses the student’s presenting limitations and need for accommodation based on a physical condition. Diagnosis alone, prescription notes, and brief letters generally do not provide enough information to establish a disability or to plan for educational accommodation.

To assist this student, we ask that you respond to each of the six points below in a typed narrative report, signed and on letterhead. Complete documentation will enable the Law School to provide appropriate accommodation to the student in a timely manner.

1. A medical history and diagnosis that includes the age of onset of the physical condition.

2. The time frame in which you have treated this patient, including the most recent evaluation or treatment. Detail the nature, frequency, and severity of symptoms present at your last visit and
how major life activities are limited. Specific, objective information beyond the patient’s self-report is most helpful.

3. Current medication/s including dosage, side effects, and compliance.

4. Other current therapeutic interventions, assistive devices, and compliance.

5. The prognosis, which includes likelihood for improvement or deterioration and in what approximate time frame.

6. If accommodations are needed, please make specific recommendations. Each recommendation should be related to this student’s limitation.

Thank you for your time in helping this student. Additionally, please feel free to add any verifying documentation from your files. If you have questions, please call SAS at (213) 736-8151.