PSYCHIATRIC DISABILITY DOCUMENTATION GUIDELINES

Student Information

To be completed by the student

Name: ____________________________ Student ID: ____________________________

Address: ____________________________________________________________

Email: ____________________________ Phone: ____________________________

To the student: These guidelines will help you understand the documentation requirements for establishing a psychiatric disability. To be eligible for accommodation/s it is necessary to establish that you have a psychiatric disorder that causes a limitation/s in a major life activity or activities. It is also necessary to show how accommodations will directly help compensate for those limitation/s.

Because the impact of psychiatric disorders is not always obvious and the symptoms related to psychiatric disorders are variable and not necessarily permanent, it is important to show how a psychiatric disorder impacts your life. Generally speaking, recent information is the most relevant in determining what accommodations you may need now. Please note that documentation may need to be updated periodically.

Psychiatric and/or psychological evaluations and reports by qualified professionals are usually necessary in establishing the nature, frequency, and severity of symptoms and limitations related to psychiatric disorders. Evaluations should provide a diagnosis, a developmental and psychiatric history, and an objective description of symptoms and limitations in major life activities. The diagnosis of a disorder does not necessarily establish a disability that requires accommodation.

While a comprehensive evaluation by a qualified professional is highly recommended, Student Accessibility Services (SAS) will review any 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: ____________________________
PSYCHIATRIC DISABILITY DOCUMENTATION GUIDELINES

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 psychiatric disorder, your patient is requesting services through Loyola Law School’s Student Accessibility Services (SAS) in the Office of Student Affairs. To be eligible for services, this student must show that they have a psychiatric disorder that results in limitation/s in a major life activity.

Psychiatric disorders are not necessarily stable or permanent over time. For this reason, it is important that documentation addresses the student’s current condition and how it impacts their studies or life on campus. Diagnosis alone, prescription notes, and brief letters generally do not provide enough information to establish a disability or plan for accommodation. Recommendations should be clearly supported by objective information from your evaluation procedures and/or the patient’s history of impairment.

To assist this student, we ask that you respond to each of the five 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.

Your signed report will be most helpful if it includes the following:

1. A psychiatric history and clinical summary that includes the age of onset and alternative explanations for presenting problems. Include the current DSM-V or ICD-10 diagnosis.

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 along with other on-going therapeutic interventions.
4. The prognosis, which includes likelihood of improvement or deterioration and within what approximate time frame.

5. If specific recommendations are made, each should be directly connected to a demonstrated current functional 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 any questions, please call SAS at (213) 736-8151.