**OSSD Documentation Guidelines**

## I. Purpose of Documentation

The Office of Services for Students with Disabilities (OSSD) at West Chester University requests documentation of a disability for the purpose of demonstrating that a student is covered under the ADA Amendments Act of 2008 and the Rehabilitation Act of 1973. These laws define a disability as *a physical or mental impairment that substantially limits one or more major life activities*. The documentation requested by the OSSD establishes a student’s disability status, aids in understanding how the disability may impact a student, and provides adequate information on the functional impact of the disability so that effective reasonable accommodations can be identified. Reasonable accommodations are individually determined and may vary from student to student.

**II. Acceptable Documentation**

Documentation submitted to the OSSD supporting a student’s request for reasonable accommodations must indicate that the student’s disability substantially limits one or more major life activities and **should reflect functional limitations that are currently impacting the student as determined by the appropriate professional who is qualified to evaluate the functional impact of the disability and render conclusions about the need for accommodations.**

The OSSD may waive documentation requirements for a student whose disability is readily apparent or obvious (e.g., paralysis, total blindness). For students whose disabilities or need for accommodations are not readily apparent, the OSSD has established disability-specific criteria highlighting functional areas of impact that must be met in order for a student to receive services. Links to the disability-specific criteria can be found under the “**How Do I Register for Services?”** dropdown on the [OSSD website](http://www.wcupa.edu/viceProvost/ussss/ossd/). Examples of documentation that may meet established guidelines include, but are not limited to, neuropsychological evaluations, psychoeducational evaluations, medical evaluations, physiological assessments, or audiograms. Please note that although school documentation such as an Individualized Education Program (IEP) or Section 504 Plan may ***assist*** the OSSD in determining services, **additional disability-specific documentation is required**. Prescription tablet notes are **not** acceptable forms of documentation.

**III. Applying for Services from the OSSD**

Students seeking services at West Chester University must self-disclose the need for academic adjustments, auxiliary aids, and/or services to the [Office of Services for Students with Disabilities](mailto:ossd@wcupa.edu?subject=Request%20to%20Apply%20for%20Services%20from%20the%20OSSD%20at%20WCU) (OSSD) at WCU.

Documentation must be **mailed**, **delivered** or **faxed** (**no email, please**):

Office of Services for Students with Disabilities

West Chester University of PA

705 South New Street

223 Lawrence Center

West Chester, PA 19383

610-436-2600 (fax)

When acceptable documentation has been received by the OSSD, students will be contacted via their WCU email address and given information about scheduling their intake meeting, which is a **one-on-one session** with the student and either the OSSD Director or Assistant Director.

**INCOMING FALL FRESHMEN, TRANSFER & PROSPECTIVE STUDENTS:** Please do not submit documentation until you have been accepted to WCU and have made your decision to attend. If you had accommodations in high school, you may be interested in reading about the [Differences Between High School and College.](file:///C:\Users\75LLASKARIS\Documents\Forms,%20Guides,Labels,%20Lists%20&%20Worksheets\Forms\Office%20Forms\Differences_Between_High_School_and_College_Accommodations_for_Students_with_Disabilities.pdf)

Students should become familiar with the campus parking regulations and understand that we do not reimburse if your vehicle is ticketed and/or towed. Students should bring their WCU ID card with them and plan to arrive a few minutes prior to their scheduled meeting time to complete an intake form. Accommodations and/or services are **not** retroactive.

