



Guidelines for Providers Submitting Documentation

We welcome all forms of relevant documentation or information when working with a student to determine appropriate accommodations.

Students

You can share this document with your provider as guidance for writing a statement or summary of your disability and need for accommodations.

Examples of qualified providers include, but are not limited to:

- Physicians
- Educational Psychologists
- Therapists
- Mobility Specialists
- Rehabilitation Counselors

Providers

A **statement** or **summary** that includes any of the following information can help our office in determining an accommodation plan:

- The current disability and the history of diagnosis (including relevant information about how the diagnosis was determined).
- Anticipated prognosis (if applicable).
- Specific symptoms, including frequency and severity.
- The current treatment plan (if relevant to accommodations).
- The extent of impact of the disability on major life activities (such as communicating, reading, writing, learning, working, walking, eating, breathing, etc).
- Any recommendations or strategies that would mitigate the impact of the disability (including any relevant history of accommodations used in the past).

Instructions for Submissions

Options:

- Fax to: (860) 512-7293
- Mail to address below:
 - University of Saint Joseph
Student Accessibility Office
1678 Asylum Avenue
West Hartford, CT 06117
- Provide documentation to student to give to our office