



Center for Student Accessibility



Serving Kentuckians Since 1906

Center for Student Accessibility
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CSA Documentation Guidelines for Mental Health or other Medical Conditions

The Center for Student Accessibility (CSA) provides independent eligibility determinations to enable students to receive reasonable accommodations pursuant to the Americans with Disabilities Act (ADA), as amended (ADAA), Fair Housing Title VIII of the Civil Rights Act of 1968, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

A student must provide CSA with sufficient and appropriate disability documentation, and documentation must be provided prior to the onset of a request for accommodation. Once disability documentation is evaluated by the CSA professional staff, accommodations may be provided.

1. Documentation must be formatted as a professional letter containing the elements listed below. Or documentation submission may be a copy of a recent evaluation, which has been completed by a licensed mental health professional (for mental health related recommendations) or a medical physician or specialist (for other medical conditions) who has recently provided treatment.
2. The following **will not be accepted** as documentation: Medical records from a patient portal or ER intake or an IEP or 504 Plan. While it is okay to submit an IEP or 504 Plan to demonstrate a history of receiving accommodations, such documents are used in K-12 grade education and not in higher education.
3. Documentation must be typed, signed, and dated by a professional with appropriate credentials and on official business letterhead that contains all the following elements:
 - ☐ **Diagnosis** - Licensed mental health professional, psychologist, therapist / counselor, or LCSW must state the psychological impairment **in DSM-V format in the recommendation letter and the ICD-10 code(s)**. For a medical physician who is completing this form due to a student having a

medical condition, please state the condition, how it impairs the student so that they need academic or housing accommodations, and the ICD-10 code(s). **Be advised:** All students who request accommodation recommendations must have a long-standing (**6 months or longer**) relationship with their mental health practitioner and physician, except in cases of a sudden temporary disability, such as breaking a limb or recovering from surgery.

- ☐ **Date first diagnosed** - Establish an initial date when a diagnosis was made.
- ☐ **Severity of condition** - Explain the manner and degree to which the impairment affects the individual (**Example:** anxiety is considered mild, moderate, or profound).
- ☐ **Relevant tests and/or measurements** - Indicated what tests or measurements were used in establishing a diagnosis.
- ☐ **Methods of current treatment** - Include current use of any medications and possible side effects which may adversely interfere with cognitive functioning, ability/inability to control symptoms, pain management system, or current rehabilitation efforts.
- ☐ **Implications from the condition** - Describe how the diagnosis may adversely affect the individual as a student in a postsecondary educational environment and/or living on a college campus.
- ☐ **Recommendations** - For example, the documentation letter might state the academic or campus living accommodation being recommended for the student.