

DOCUMENTATION GUIDELINES

TO THE PROVIDER: Horry-Georgetown Technical College provides accommodations and support services to students with documented disabilities. A student's documentation regarding their condition must demonstrate they have a disability covered under the American with Disabilities Act (ADA, 1990). **The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.** To determine eligibility for services and accommodations, this office requires current and comprehensive documentation of the student's disorder from the diagnosing psychiatrist, psychologist, or physician (the provider cannot be a relative of the student). Specific information concerning the student's condition, its impact on learning, and recommended accommodations must be provided.

Please provide the following information on letterhead and signed by a qualified professional:

1. Documentation will include a diagnosis, date of diagnosis, and a description of past and present symptoms.
2. Documentation for eligibility must be current (dated within 5 years).
3. A summary of assessment procedures and/or evaluation instruments used to make the diagnosis.
4. A narrative summary, including all scores (when appropriate), which support the diagnosis.
5. A statement of the functional impact or limitations of the disorder or disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested.
6. Medical information relating to the student's needs, including the impact of medication on the student's ability to meet the demands of the postsecondary environment.
7. Specific recommendations regarding accommodations for the student.

TO THE STUDENT: Documentation may be submitted via the Accommodations Intake Form at <https://www.hgtc.edu/intake-form>

If students or providers have any questions regarding accommodations, they may contact HGTC Counseling and Disability Services at disabilityservices@hgtc.edu

Sincerely,

Destiny Lewis
Counseling and Disability Services Coordinator