

Office of Educational Accessibility Old Dominion University

Guidelines for Documentation *Learning Disability*

Old Dominion University students seeking academic accommodations are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act. All documentation is confidential and is never considered a part of the academic transcript. The following guidelines are provided in the interest of identifying evaluation reports appropriate to document eligibility. Students with the appropriate documentation may receive accommodations. If you have questions regarding any of these guidelines, please contact the office. *The documentation guidelines are as follows:*

- The evaluation should be conducted by a qualified professional with training and experience in evaluating adolescents/adults for learning disorders (evaluators include clinical psychologists, neuropsychologists, school psychologists, and learning disorders specialists; a clinical team approach to diagnosis may also be appropriate).
- The evaluation should be comprehensive, including:
 - A clinical interview with relevant background information (e.g., current difficulties/limitations in functioning; academic, medical, psychological, and/or family history)
 - Aptitude testing with a comprehensive, well-established measure (e.g., the Wechsler Adult Intelligence Scale-Fourth Edition (WAIS-IV))
 - Achievement testing with a comprehensive, well-established measure (e.g., the Woodcock-Johnson Tests of Achievement, Third Edition (WJ-III))
 - Information processing testing (subtests of the WAIS-IV may be used)
 - If relevant, supplemental measures (e.g., measures of emotional or personality functioning or specific achievement tests such as the Nelson-Denny Reading Test) that may further indicate difficulties in functioning
- The report should include:
 - The name, title, professional credentials, signature, and contact information of the evaluator
 - The date of the evaluation
 - A summary of the measures used in the evaluation
 - Test scores, preferably standard scores and/or percentiles
 - A diagnosis that is supported by the evaluation
 - Recommendations for accommodations that are supported by the evaluation

Documentation will be reviewed by qualified Educational Accessibility staff members and accommodations determined on a case-by-case basis during an interactive meeting with the student.

Documentation should be submitted through OEA's secure *Registration for Services* form, available on our website, or sent to the office via email with the student's contact information.

Office of Educational Accessibility | Old Dominion University
1021 Student Success Center | Norfolk, VA 23529
Email: OEA@odu.edu | Phone: 757-683-4655 | Fax: 757-683-5356
Website: <https://www.odu.edu/educationalaccessibility>