



DISABILITY SERVICES

Parkhouse Hall

215.641.6575

disabilities@mc3.edu

Autism Spectrum Disorder (ASD) Documentation Guidelines

Submission of documentation is not the same as the request for services. The request for reasonable accommodations must be initiated by the student once he/she is confirmed at the College. The student must schedule and participate in an Intake appointment with Disability Services so that support services and reasonable accommodations can be discussed in an interactive process. Documentation will be reviewed by Disability Services prior to the appointment. Disability Services is responsible for the determination of reasonable accommodations

- Documentation must be completed by a professional qualified by comprehensive training and direct experience in the differential diagnosis of ASD such as a psychologist, neuropsychologist, psychiatrist or other relevantly trained medical doctor.
- The professional completing the form is not a family member of the student or someone who has a personal or business relationship with the student.
- Documentation should include the names, titles, professional credentials, license number, addresses, and phone numbers of the evaluators as well as the date of the report.

Please provide a clear statement of the disability, including the DSM-V diagnosis and a summary of present symptoms:

1. Documentation for eligibility should address the current functional impact(s) of the condition in the educational setting; (the age of effective documentation is dependent upon the disabling condition, the current status of the student and the student's request for accommodations);
2. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results, including standardized or percentile scores;
3. Medical information relating to the student's needs should include the impact of medication on the student's ability to meet the demands of the postsecondary environment;
4. Suggestions for reasonable accommodations which that be appropriate at the postsecondary level are welcome. **Each recommendation should be supported by the diagnosis and clearly linked to the current impact of a functional limitation of the student's disability.** Disability Services will make the final determinations regarding appropriate accommodations.

Disability documentation is confidential and should be submitted only to Disability Services.

Disability Services maintains disability files and diagnostic testing information for seven years after the student either graduates, transfers, or leaves the College. After that time, the confidential files are destroyed. If a student does not attend the College but has submitted documentation, the files will be destroyed after two years. Consequently, the student should maintain his/her own copy of the diagnostic information.



Autism Spectrum Disorder (ASD) Verification Form

TO BE COMPLETED BY PSYCHIATRIST / PSYCHOLOGIST / OR OTHER QUALIFIED DIAGNOSTICIAN*

(*as specified in College Guideline, see previous page)

The American with Disabilities Act (ADA; 1990; as amended, 2008) and Section 504 of the Rehabilitation Act of 1973 ensure the accessibility and availability of higher education for all qualified persons. Disability Services has the responsibility of implementing provisions of the ADA for persons with **autism spectrum disorders (ASD)**. A disability is defined by the ADA as "...a physical or mental impairment which substantially limits one or more major life activities. . ." These are significant, ongoing conditions of more than 6 mos. duration rather than temporary or situational difficulties.

Disability Services assists students with disabilities by:

- Establishing eligibility for accommodations
- Identifying and overseeing the provision of reasonable accommodations.

Disability Services does not perform evaluations for students with ASD and the responsibility to pay for such evaluations is that of the student.

STUDENT, PLEASE COMPLETE THE SECTION BELOW:

Student's name _____ Student's Date of Birth _____

I _____ give permission for the release of information to
(Signature of student)

Disability Services for the purpose of determining academic accommodations.

PROFESSIONAL, PLEASE COMPLETE ALL ITEMS BELOW:

DSM-V Diagnoses (Please provide both code and descriptor): (REQUIRED)

Primary: _____

Secondary (list all): _____

Date of Diagnosis: ____/____/____

Initial visit with this provider: ____/____/____

Last appointment with this provider: ____/____/____

Basis on which Diagnosis was made (check all that apply)

- Psycho-educational or neuropsychological assessment (please attach report)
- Psychological Assessment (please attach report)
- Standardized rating scales (please attach report)
- Structured or unstructured interviews with student
- Structured or unstructured interviews with other relevant persons (e.g. parent, therapist, teacher)
- Behavioral observations
- Developmental history
- Medical history
- Other (Please specify): _____

Clinical Manifestations/Symptoms: Please provide information regarding the student’s current presenting symptoms with regard to the following; for each symptom indicate impact: none, mild, moderate, severe:

Social interaction, reciprocal verbal communication, shared emotions and affect	
Understanding nonverbal communication/cues	
Restricted, repetitive or unusual patterns of motor behavior. i.e., stereotypic	
Inflexible adherence to routines	
Hyper or hypo reactivity to sensory input	
Executive Function	

Implications for Educational Success/Major Life Activities (REQUIRED):

Please check which of the major life activities below pose a substantial limitation because of the diagnosis.

Substantial limitation is defined as a “significant restriction in the condition, manner, or duration in which a major life activity is performed compared to most people.”

- | | | |
|--|--|---|
| <input type="checkbox"/> Concentration * | <input type="checkbox"/> Making and keeping appointments | <input type="checkbox"/> Stress management |
| <input type="checkbox"/> Memory * | <input type="checkbox"/> Managing external distraction | <input type="checkbox"/> Task persistence |
| <input type="checkbox"/> Cognitive functioning * | <input type="checkbox"/> Managing internal distraction | <input type="checkbox"/> Task organization/prioritization |
| <input type="checkbox"/> Processing speed* | <input type="checkbox"/> Meeting deadlines | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Motor skills | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Complex/abstract thinking | | <input type="checkbox"/> Other: _____ |

***Note: Appropriate psychometric data (psychoeducational or neuropsychological eval.) should be attached for these areas of limitation.**

Please describe how each functional limitation will affect the individual's ability to participate fully in the post-secondary environment _____

Have you any recommendations regarding accommodations to equalize this student's educational opportunities at the post-secondary level? Each recommended accommodation must include description of a clear nexus to one or more functional impairments. (*Disability Services will make the final determinations regarding appropriate accommodations.*)

Is this student currently on medication that may impact his or her performance in the educational setting?
Yes _____ No _____ If yes, please explain: _____

Other comment: _____

Please attach any other information relevant to this student's social and academic adjustment at the College

Please note that Disability Services will make all final determinations of reasonable accommodations.

Signature of diagnostic practitioner _____ Date _____

Type of License _____ State of License and No. _____

Print name and title: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Please return this form and relevant supporting materials to Disability Services via our electronic Secured File Transfer (mc3.edu/disabilities) or by fax. Faxed materials should include a cover page with "Attn: Disability Services" and "Confidential."

Blue Bell Campus:
Disability Services
Parkhouse Hall
340 DeKalb Pike
Blue Bell, PA 19422
(215) 641-6575
(215) 619-7174 FAX
disabilities@mc3.edu

Pottstown Campus:
Coordinator of Disability Services
South Hall 147
101 College Drive
Pottstown, PA 19464
(610) 718-1853
(215) 619-7174 FAX
westdisab@mc3.edu