**SUNY Old Westbury**

**Office of Services for Students with Disabilities**

**Documentation Specifications for requesting accommodations from the Office of Services for Students with Disabilities (OSSD)**

In order to consider a request for accommodations, the OSSD must first receive the following documentation:

**Learning Disabilities**  
including Dyslexia, Dysgraphia, Dyscalcula, Central Audio Processing Disorder, ADD/ADHD, Visual Processing Disorder, Specific Learning Disability, Autism Spectrum Disorder

Provide the following:

* The most recent copy of the IEP and/or neuropsychological report, obtained either from a K-12 school or obtained privately
* Transfer students may provide the approved accommodations form from their previous college, if recent

**For all other:**

**Physical Disability, Chronic Health Condition or Illness, and Psychiatric Disability**

including, but not limited to: Traumatic Brain Injury, Cerebral Palsy, Visual Impairment, Hearing Impairment, Migraines, Fibromyalgia, Multiple Sclerosis, Muscular Dystrophy, Epilepsy, Cancer, Orthopedic Impairments, Allergies, Asthma, Crohns Disease, Lupus, Depression, Anxiety, Panic Disorder, Social Anxiety Disorder, Obsessive Compulsive Disorder, Schizophrenia, BiPolar Disorder, Post-Traumatic Stress Disorder

Provide the following in a recent physician’s (or psychologist, psychiatrist, etc) report or letter,   
typed, on letterhead:

* A clear statement of the medical diagnosis of the disability or illness;
* A reflection of the current impact the disability or illness has on the student’s functioning;
* A description of present symptoms that meet criteria for diagnosis;
* A statement describing the functional impact of the limitation of the 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;
* Length of time the diagnostician has treated the student and date of last contact;
* Diagnostician’s name, title, license number, address, and phone number.