

**University of South Florida  
Students with Disabilities Services**

**Guidelines for Documenting a Physical or Medical Disability**

Students seeking support services from Students with Disabilities Services (SDS) on the basis of a previously diagnosed physical disability or medical condition are requested to submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the ADA Amendments Act. The documentation should describe a disabling condition, which is defined by the presence of significant limitations in one or more major life activity, or bodily functions. Please do not hesitate to **contact SDS at 813-974-4309 if you have any questions.**

A physician or other medical specialist with experience and expertise in the area related to the student's disability should make the diagnosis. Conditions may include, but are not limited to: mobility impairments, multiple sclerosis, cerebral palsy, chemical sensitivity, spinal cord injuries, cancer, AIDS, muscular dystrophy, spina bifida, diabetes, asthma, etc. The diagnostician should not be a family member of the student.

Documentation in support of a physical or medical disability should include the following information:

1. **Diagnosis:** A clear statement of the physical disability or medical disability.
  - a. Initial diagnosis
  - b. Date of last clinical contact: Because the impact of a physical disability or a medical disability may change over time, current evaluations can be critical for providing reasonable accommodations. Depending on the nature of the disability, updated evaluations may be requested.
2. **Evaluation:**
  - a. Present symptoms that meet the criteria for the diagnosis.
  - b. Current treatment.
  - c. Severity of symptoms.
  - d. Prognosis of disorder.
3. **Functional Limitations:**
  - a. Impact on major life activities.
  - b. Behavioral manifestations of the disability, in particular the way it impacts the student in the learning context for which the accommodations are being requested.
  - c. Any additional limitations that fall in the substantial range.
  - d. Medication side effects.

It is important to recognize that accommodation needs can change over time and are not always identified during the initial diagnostic process.

SDS will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.

*The diagnostic report must include the **name and title, license number, and signature** of the evaluator. Evaluators should not be related to the individual being assessed. A verification form is available to assist in the documentation process.*

**All documentation submitted to SDS is considered confidential.**

Due to the broad nature of Florida's public records and email legislation, SDS encourages students to upload documentation with the secure on-line SDS application found via the "Access SDS" icon at [www.sds.usf.edu](http://www.sds.usf.edu).

Documentation may also be faxed to (813) 974-7337 or mailed to:

University of South Florida  
Students with Disabilities Services  
4202 E. Fowler Ave., SVC 1133  
Tampa, FL 33620-6923