



Documentation Guidelines

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended in 2008, individuals with disabilities are guaranteed certain protections and rights of equal access to programs and services. Documentation establishing the presence of a disability and explaining the nature and degree to which the disability affects major life activities—including learning—is used by our staff in conjunction with an interactive process with students to determine reasonable accommodations.

Criteria for the source, scope, and content of documentation differs by disability type, but documentation submitted to the DRSC should identify the students' disability(ies) and how their ability to participate or benefit from University programs is impacted. Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. The type of documentation that can be provided to the DRSC for review include:

1. Educational, psychological, or medical records regarding the disability.
2. Reports and assessments created by healthcare providers, psychologists, or the educational system. These reports and assessments may include:
 - A diagnostic statement identifying the disability and its current impact on the student
 - An assessment of major life activities (e.g., concentration, memory, social interactions, class attendance, learning, thinking) that are limited by the impairment
 - Medical information relevant to the student's current needs, including the current treatment plan, current medications, and the impact of current medications (and compliance with) to meet the demands of college courses
 - The name, title, professional credentials, address, phone number, and signature of the evaluator as well as the date of the report
3. Documents that reflect education and accommodation history, such as an Individual Education Program (IEP), Summary of Performance (SOP), 504 Plans, and teacher observations.

Please keep the following in mind:

- No handwritten notes or prescription pad notes will be accepted as documentation.
- The DRSC may ask for additional information if documentation does not support accommodation requests.
- Students who do not have documentation are still encouraged to meet with the DRSC staff to explore options for support.

- Accommodations provided by other colleges and universities may not be approved by CSU-Pueblo.
- Documentation accepted by CSU-Pueblo might not be accepted by other institutions, agencies, and/or programs. Please check with the specific organizations and/or programs to determine their documentation requirements.

Information regarding a student's documentation is confidential. All documentation and files related to a student's disability are housed in the DRSC office and are not part of the student's college record. Students should keep a copy of their documentation. The DRSC holds this information for five years after the student's last semester of attendance at the University, at which time it is destroyed. Questions may be directed to the DRSC by phone (719-549-2648), email (DRO@csupueblo.edu), or in person (LARC 169).

Documentation for students requesting services should be submitted to:

Mail: Disability Resource & Support Center
Library & Academic Resource Center, Suite 169
Colorado State University-Pueblo
Pueblo, CO 81001

Fax: (719) 549-2195

Email: DRO@csupueblo.edu