



Accommodations at Collin College for Equal Support Services

Documentation Guidelines

Autism Spectrum Disorder (ASD)

Collin College follows the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973 in developing accommodations with students. Academic accommodations by the ACCESS Office are there to ensure **equal access** to educational activities and programs at Collin College.

Third party documentation will be considered as part of an interactive and individualized process that allows the ACCESS Office to determine eligibility and understand how a student's disability substantially limits one or more major life activity. Reasonable accommodations are recommended based on an understanding of the student's needs, functional limitations, and proposed academic adjustments.

Students are encouraged to upload any third-party documentation when they complete the *Student Disclosure and Accommodations Request Form*. However, having this documentation on file is *not* a requirement to schedule a meeting.

If you do not have documentation supporting a diagnosed disability, the attached form can be completed by an Educational Diagnostician, Medical Professional, Psychologist and/or School Psychologist, Speech or Language Therapist, Psychiatrist, Licensed Professional Counselor, etc. to support a diagnosed disability.

Because ASD often manifest signs during childhood, historical information pertaining to the individual's functioning in elementary and secondary school could be valuable in determining the nature and extent of the disability and can be provided whenever possible.

The purpose of this documentation is to validate functional limitations, which support the request for disability accommodations in an academic setting. In providing documentation for individuals with this type of disorder, the following guidelines should be considered:

- The document must be on official letterhead, dated, and signed by a qualified professional, who has the training, experience, and licensure relevant to the disability.
- The documentation must describe the current functional limitations caused by the disability and limitations to major life activities and address current limitations in communication skills, social skills, behavior, sensory functioning, and physical functioning.

Documentation Guidelines- Autism Spectrum Disorder (ASD)

Student: _____

Please provide specific and current functional limitations and the level of severity for this individual in an educational setting.

Major Life Activity- Learning	No Impact	Mild Impact	Moderate Impact	Severe Impact	Unknown
Sustaining focus					
Concentrating					
Following directions					
Organizing information, tasks, and materials					
Managing internal distractions					
Managing external distractions					
Managing perseverative behavior					
Shifting tasks					
Managing obsessive behavior					
Submitting assignments in timely manner					
Managing stress					
Managing paranoid ideations that may impact learning					
Containing emotions and behaviors					
Interacting with individuals (one on one)					
Interacting in group settings					

Please list any additional functional limitations for this student in a post-secondary educational setting and recommendations for academic accommodations based on the limitations:

Professional's Name (print)

Signature

Date

Professional's Title (print)

License Number

Address

Phone Number

Please mail or fax completed form with supporting documents to address below:

*ACCESS Office Collin College 2800 E. Spring Creek Parkway, Plano, TX 75074
972-881-5898 (phone) / 972-881-5896 (fax)*