



Documentation Guidelines Mental Health Disorders

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.

The terms "Mental Health Disorders" or "Psychiatric Disabilities comprise conditions generally characterized by emotional, cognitive, or behavioral disorders. Among the common chronic conditions in this category are major depressive disorder, bipolar disorder, anxiety disorder, post-traumatic stress disorder (PTSD) and schizophrenia.

The purpose of this documentation is to understand current functional limitations, which support the request for disability accommodations in an academic setting. In providing documentation for individuals with these types of disorders, 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 particular disability. **The evaluator must be impartial and not related to the person being evaluated.**
- The documentation must describe the current functional limitations caused by the disability and how they relate to the accommodations being requested; and must be dated within the last 12 months. If the evaluation is more than 12 months old, a letter signed by a qualified professional stating current level of functioning will be required.
- A description of any known triggers for potential exacerbation of the condition, specifically in a higher education setting.



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Student: _____ Disability: _____

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					
Attention/Concentration					
Retaining new information (memory)					
Understanding and following directions					
Organizing information, tasks, and materials					
Managing internal distractions					
Managing external distractions					
Managing to sit for long periods of time					
Submitting assignments in timely manner					
Managing stress					
Managing paranoid ideations that may impact learning					
Containing emotions and behaviors					
Interacting with small groups					
Interacting with large groups					

Please list any additional functional limitations for this student in a post-secondary educational setting:

Please list any recommendations for academic accommodations based on functional limitations you listed above:

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 the address below:

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