



Guidelines for Documentation of Psychiatric/Psychological Disabilities

Documentation of a Psychiatric/Psychological Disability must come from a licensed professional on their official letterhead; and must contain their name, address, credentials, and a signature. The following professionals are considered qualified:

- Licensed Psychologist,
- Neuropsychologist,
- Psychiatrist,
- Neuropsychiatrist, or
- Licensed Clinical Social Worker.

The documentation should be recent (in most cases, no more than one year old) and should include:

- 1) A Statement of Condition or Diagnosis, including all appropriate DSM-IV codes and a clear diagnostic statement describing how the condition was diagnosed and detailing the anticipated and/or typical progression or prognosis of the condition.
- 2) Diagnostic Methodology, including a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, both summary data and specific test scores and percentiles are required.
- 3) Information regarding how the Condition Substantially Limits Major Life Functions, including a clear sense of the severity, frequency and pervasiveness of the condition.
- 4) Current Treatment.
- 5) Specific Recommendations for Reasonable Accommodations and an Explanation of the need for Specific Recommendations.

Please forward the requested information to:

Office of Disability Services, Craig-Lee 127
Rhode Island College, 600 Mount Pleasant Avenue
Providence, RI 02908
Voice: 401-456-8061, Fax: 401-456-8702

NOTE: If you have NOT yet registered with the Office of Disability Services, please DO NOT MAIL (or FAX) your documentation. Please bring it with you to your first appointment.