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## Wake Forest University Disability Accommodation Guidelines

In order to standardize the process for requesting accommodations, Wake Forest University has adopted documentation guidelines as noted below. Students and parents are encouraged to refer professional evaluators to these guidelines before submission of documentation for an accommodation request.

1. **A qualified professional must conduct the evaluation.** Documentation should be obtained from a licensed medical or mental health professional who is not a relative of the student requesting accommodations.
2. **Up-to-date documentation.** Documentation should be current, typically within the last five years, with some variability based on the condition. More recent documentation may be requested for conditions where symptoms vary over time, such as some anxiety based-conditions or medical conditions with fluctuating symptoms over time.
3. **Required elements of documentation:**
  - a. **Presented on letterhead.** Should include contact information as part of the letterhead to aid in follow up as needed.
  - b. **Diagnosis.** Please include date diagnosed and most recent evaluation.
  - c. **List of procedures or tests used to determine diagnosis.** These will vary by disorder but might include medical evaluations, clinical interview, cognitive tests, achievement tests, academic fluency tests and/or rating scales. If standardized testing is administered, please include subtest, scale and total scores from all tests administered as well as an interpretation of the results.
  - d. **Functional Impact of the Diagnosis.** Common major life activities that might be impacted in an academic environment by a disability diagnosis include seeing, hearing, learning, reading, concentrating, thinking, and communicating.
  - e. **Anticipated duration of functional impact.** Is this a condition that follow up is needed to determine functional impact after a set time period? (6 months? 1 year?) Or is functional impact anticipated for the duration of studies at Wake Forest University?
  - f. **Recommended accommodations in an academic environment.** Including how those accommodations would reduce the functional impact of the disability diagnosis.
  - g. **Known history of use of accommodations in academic environments.**

Documentation may be submitted to our office in one of three ways:

1. **Emailed as a single .pdf file.** This is the preferred method. Email documentation to [class@wfu.edu](mailto:class@wfu.edu) or upload documentation through the gold Student Portal Login button on our [website](#).
2. **Sent by fax to our office.** Our fax number is: 336-758-2455.
3. **Sent by mail to our office.**  
Center for Learning, Access, and Student Success  
Wake Forest University Box 7283  
Winston Salem, NC 27109

Please feel free to contact our office with any questions about the above guidelines

Records are kept confidential per CLASS [policy](#), but are accessible as needed by CLASS and Student Health Service staff as part of the accommodations process.