



Brief Guidelines for Medical Documentation

These guidelines are designed to assist your clinician in preparing documentation of your disability in order to help determine the appropriate accommodation. Please forward documentation that meets these guidelines to the Disability Services Coordinator at the Division of Continuing Education at Harvard University.

- **Documentation is provided by a clinician qualified to diagnose in the appropriate area of specialization.**
(Use of diagnostic terminology indicating a specific disability by someone whose training and experience are not in relevant fields is not acceptable. It is not appropriate for professionals to evaluate members of their own families. All reports must be on letterhead, typed, dated, signed, and otherwise legible.)
- **Documentation is based on a current evaluation.**
(Usually within six months; IEP and 504 plans by themselves are not sufficient documentation.)
- **Documentation is comprehensive and includes:**
 1. Clear support of the claimed disability with relevant medical and other history
 2. A description of the functional limitations resulting from the disability
 3. A description of current treatments and assistive devices and technologies with estimated effectiveness in ameliorating the impact of the disability*
 4. Clear support of the need for the requested accommodations.**

Contact the Disability Services Coordinator at Harvard University Division of Continuing Education at (617) 495-0977 (voice) or (617) 495-9419 (TTY) if you would like further information.

A large print version of this form is available upon request.

* Generally, accommodations are given when a claimed disability conforms with the Americans with Disabilities Act or other applicable laws.

** Examples of this include the extent of effectiveness of corrective lenses or magnifying equipment, the use of crutches or other mobility aids, etc.; and a history of medication side effects known to have affected the student.

These brief guidelines provide an overview of the more detailed guidelines available upon request from the Disability Services Coordinator. If necessary, you also must provide your clinician with a copy of the detailed guidelines.