

## DOCUMENTATION GUIDELINES

Horry-Georgetown Technical College provides accommodations and support services to students with documented disabilities. A student's documentation regarding his/her condition must demonstrate the student has a disability covered under the American with Disabilities Act (ADA, 1990). **The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.** To determine eligibility for services and accommodations, this office requires current and comprehensive documentation of the student's disorder from the diagnosing psychiatrist, psychologist, or physician. (The provider cannot be a relative of the student.) Specific information concerning the student's condition, its impact on learning, and recommended accommodations must be provided.

**Please provide the following information on letterhead and signed by a qualified professional:**

1. Documentation will include a diagnosis, date of diagnosis, and a description of past and present symptoms.
2. Documentation for eligibility must be current (dated within 5 years).
3. A summary of assessment procedures and/or evaluation instruments used to make the diagnosis must be included.
4. A narrative summary, including all scores (when appropriate), which support the diagnosis must be included.
5. A statement of the functional impact or limitations of the disorder or disability on learning or other major life activity and the degree to which it impacts the individual in the learning context for which accommodations are being requested must be included.
6. Medical information relating to the student's needs, including the impact of medication on the student's ability to meet the demands of the postsecondary environment, must be included.
7. Specific recommendations regarding accommodations for the student must be included.

**Please submit documentation to one of the following individuals:**

<b>Conway and Grand Strand</b>	<b>Georgetown</b>
<b>Kim Lewis</b> (p) 843-349-3689 <a href="mailto:Kimberly.Lewis@hgtc.edu">Kimberly.Lewis@hgtc.edu</a> Building 1100, Room 104-D 2050 Hwy 501 E Conway, SC 29526	<b>Jaime Davis</b> (p) 843-520-1403 <a href="mailto:Jaime.Davis@hgtc.edu">Jaime.Davis@hgtc.edu</a> Building 100, Room 102 4003 South Fraser Street Georgetown, SC 29440