



Guidelines for Documentation to Support a Request for an Accommodation

December 2013

The student requesting an accommodation is expected to provide appropriate, current and sufficiently detailed documentation to support their request. The student is responsible for any costs associated with testing and/or providing documentation.

Appropriate documentation to support a request for an accommodation generally includes all of the following:

1. Documentation is current, meaning it has been issued within the last five (5) years or less; and
2. Documentation is provided by a physician, psychologist, psychiatrist, audiologist, neurologist, occupational therapist, or other qualified clinician with appropriate training, experience, expertise and licensing in the area in which they are providing a professional assessment; and
3. Documentation is relevant to the disability and covers the nature, severity, prognosis and functional impact of the disability on the client (including a medical diagnosis). A diagnosis in and of itself is often insufficient to support a request for an accommodation but may be considered. Evidence of previous accommodations at JIBC or other post-secondary institutions or secondary schools is also typically insufficient; and
4. Documentation may be provided by the health care professional in the form of a report or formal assessment, a written letter on official letter head, or the student may use the JIBC Form. Regardless of the format, the documentation must contain, in addition to other requirements, the date(s) on which the assessment was conducted and the name, profession, registration or license number, contact information, or other information to confirm the qualifications of the document provider.
5. The Disability Services Coordinator may request further documentation or information from the document provider if needed to determine appropriate accommodations. Consent to the exchange of information between JIBC and the document author will be sought. Refusal to grant consent or provide further information may jeopardize the proper and full assessment of the documentation and its recommendations up to and including the potential to deny a request for accommodation.