# DOCUMENTATION GUIDELINES FOR LEARNING DISABILITIES

## *Wenatchee Valley College Student Access Services*

A learning disability is a substantially limiting condition that arises out of neurologically-based difficulties. A student’s ability to demonstrate specific academic skills is limited by these conditions. For example, a student with a learning disability may have their reading, writing, spelling, speaking, listening, and computational abilities interfered with. These difficulties are not representative of the student’s overall intellectual ability.

For students who are requesting accommodations on the basis of a learning disability, Student Access office requires documentation of the condition from a qualified medical professional. Wenatchee Valley College acknowledges that individual circumstances may vary, and documentation may differ based on the nature of the disability, access to healthcare and previous education system. Supporting medical documentation can come in a variety of forms, including but not limited to a letter from a psychologists, a psycho-educational assessment or an IEP evaluation.

**This documentation serves three purposes:**

* To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
* To supplement information from the student’s narrative regarding the impact of their disability.
* To inform the development of reasonable accommodation in an individualized access and accommodation plan designed to facilitate equal access to WVC’s environments.

**Supporting medical documentation should include:**

* A diagnosis of a learning disability and/or clinically significant results as demonstrated in psycho-educational test scores. Ideally, psycho-educational testing should be performed at the adult level or within the last three years.
* A description of the current impact/limitations of the disability with specific focus on barriers to the educational environment
* Include credentials, contact information and signature of the qualified medical provider

Any additional information from the medical practitioner that will help us best serve the student's accommodation needs will be considered. However, Wenatchee Valley College is the final determinant of appropriate accommodations in our environment.

**Documentation can be uploaded** at the completion of our online Student Access Services Application or submitted at one of the options below:

|  |  |
| --- | --- |
| *Mailing address* | Student Access Services  Wenatchee Valley College  1300 5th street Wenatchee, WA 98801 |
| *Physical address* | Wenatchee Valley College, Wenatchi Hall 2134  WVC Omak, Mary Henrie Friendship Hall 205B |
| *Phone* | 509.682.6854 |
| *Fax* | 509.682.6811 |
| *Email* | [SAS@WVC.edu](mailto:SAS@WVC.edu) |