



**WYANDANCH UNION FREE SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
1445 Dr. Martin Luther King Jr. Blvd.
Wyandanch, New York 11798
PH# 631-870-0410 Fax# 631-491-1210
EMAIL: HR@wufsd.net**

WRITTEN DOCUMENTATION GUIDELINES

The following guidelines describe the necessary components of acceptable evidence required to validate a disability. A prior history of accommodations, without demonstration of a current need, will not necessarily warrant approval of testing modifications. To avoid unnecessary delays, ensure the submission of all information and documentation in accordance with these guidelines. **Individuals with disabilities are required to request accommodations every school year.**

It is in the individual's best interests to provide recent and appropriate documentation, which clearly defines the extent and impact of the impairment(s) upon current levels of physical and/or academic functioning.

- Request for accommodations and appropriate, supporting documentation, which is complete, should provide evidence of a substantial limitation to physical and/or academic functioning.
- Clinical evaluations must be performed by a licensed/certified or otherwise qualified professional with credentials appropriate to diagnose a candidate's disability consistent with the provisions of the ADA (i.e., physician, psychologist, or educator) who has conducted an examination of the candidate and has diagnosed a physical or mental impairment. Details about the professional's area of specialization and professional credentials, including certification and licensure, must be provided.
- Documentation must be submitted on official letterhead from a licensed or qualified professional who has examined the candidate and diagnosed a physical or mental impairment. Depending on the disability and written evaluation, documentation may include a letter from a physician or a detailed report.
- Documentation must be no more than three years old.
- Documentation for all disabilities should describe the extent of the disability, the criteria for the diagnosis, the diagnosis, the type and length of treatment and the recommended accommodation. Terms such as "problems," "deficiencies," "weaknesses," "differences," and "learning disability" are not the equivalent of a diagnosed specific disability (such as ADD, Dyslexia, Multiple Sclerosis, etc). The disability must be specific.

PLEASE FORWARD ADA REQUESTS TO:

Ms. Rascheda Wallace, PHR

**Asst. to the Superintendent for Human Resources
Wyandanch UFSD Human Resources
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