

Accessibility Resource Office (ARO)
Psychological and Psychiatric Documentation Requirements

For Psychological and Psychiatric, the documentation must be:

- Dated within the last year.
- On office letterhead, typed and signed by a licensed psychologist, psychiatrist, professional counselor, social worker, or medical professional in the area for which the diagnosis is made.
- The documentation for psychological and psychiatric must be mailed or faxed from the medical professional office with a cover sheet directed to the Accessibility Resource Office (“Attention – ARO” at 636-789-5711)
- **Documentation will not be accepted in any form from the student.**

The documentation must provide:

- A specific diagnosis including the DSM-IV code
- Date of evaluation
- Method of evaluation or examination
- An explanation of the current functional limitations
- An explanation of how the disability would affect the student in an academic setting
- Any possible limiting or negative effects of medication on behavior or cognitive abilities
- Recommendations and rationale for each accommodation

**Note: The Accessibility Resource Office Coordinator and/or the Accommodations Committee
reserve the right to request additional documentation.**

All questions should be addressed to aro@jeffco.edu or 636-481-3158.