

Documentation Guidelines

The Disability Resource Center (DRC) is dedicated to ensuring that students with disabilities have equal access to all aspects of Purdue University. In alignment with the Americans with Disabilities Amendments Act of 2008 (ADAAA), we use a collaborative process to assess and provide reasonable accommodations tailored to each student's individual needs.

This document outlines the necessary steps and guidelines for submitting documentation to the DRC to ensure accommodations are appropriately provided.

We are here to support you and maintain the confidentiality of all student information shared with the DRC. Please reach out at any time for assistance with the documentation process or to discuss your specific needs.

Documentation Information

Documentation may include the student's self-report, direct interactions, and third-party reports, which help the DRC understand the impact of the disability across Purdue environments and inform reasonable accommodation decisions.

You may meet with a DRC Access Consultant before submitting documentation but be aware that documentation may be required to finalize implementation. During your Initial meeting, Access Consultants can clarify any documentation needs.

Although many types of documentation may be acceptable, if you or your health care provider have questions, please contact the DRC.

Qualified Providers

The person providing documentation must be a credentialed provider who is either (1) qualified to assess and diagnose the student's condition or (2) involved in the student's treatment for an existing diagnosis. These providers generally are trained, certified, and/or licensed to diagnose and/or treat medical conditions.

Examples include psychiatrists, psychologists, therapists, counselors, social workers, physicians, optometrists, ophthalmologists, and speech-language pathologists.

To avoid any conflict of interest, the DRC does not accept medical documentation written by family members, close relatives, or individuals not serving in an official medical capacity with the student.

Documentation Elements

Required Information:

- Be typed on letterhead, dated, and signed by a qualified professional.
- Identify any disabilities or conditions.
- Describe the impact or symptoms of the identified condition(s) and the effect on academic and campus activities.
- Provide relevant information regarding severity or prognosis.
- Include the frequency and duration of active symptoms (especially if cyclical).

Optional Information:

- List any relevant side effects of medication and/or treatment (if applicable)
- Recommended accommodations*

***Note:** Healthcare provider's recommended accommodations does not automatically bind the DRC to approve it as reasonable.

Examples of Helpful Documentation

The following documentation types are often helpful; however, the DRC may request additional information as needed.

Documentation types that provide relevant information include:

- **Neuropsychological or Educational Evaluation**
- **Educational Records**
- **Medical Records**
- **Letter from a Healthcare Professional**
- **Proof of Accommodations on Standardized Exams**

This is a general list. The DRC may request other types of documentation as needed to better understand the condition, confirm the disability, and illustrate the connection between the disability impact, any barriers, and the requested accommodation.

When and How to Submit Documentation

Documentation can be uploaded with the [Accommodation Request Form](#), emailed, faxed (765-496-3759), or hand-delivered to the DRC. Students are encouraged to submit documentation at least 2–3 weeks before accommodations are needed. Students are welcome to schedule a meeting with an Access Consultant at any point during the process, regardless of whether they currently have documentation available, but documentation may still be required to finalize accommodations.

If you have questions about these documentation guidelines, please contact the Disability Resource Center at drc@purdue.edu or 765-494-1247.

Temporary Accommodations for Injuries

Students with temporary injuries (such as a broken limb, concussion, or surgery recovery) can submit an [Accommodation Request Form](#) to receive temporary support through the DRC. Temporary accommodations may be granted for up to one semester to support students during recovery. You may meet with an Access Consultant before submitting documentation to discuss provisional accommodations, if appropriate.

Important note for Non-Purdue Licensure Accommodations

Licensing boards, testing agencies, and other third-party evaluators may have their own documentation requirements. Please check with these organizations for specific requirements, as they may be more extensive than DRC requirements.