

**Disability Support Services (DSS)**  
**Building 215, Room 111**  
**(254)526-1195; Fax (254)526-1700**  
**Email: DSS@ctcd.edu**  
**Website: [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support)**

To qualify for college help through DSS, you need a disability as per the **Americans with Disabilities Act (ADA)**. ADA says you're disabled if you have a physical or mental condition that seriously limits a big part of your life. Students must arrange and pay for the necessary tests to prove their disability. Colleges do not have to conduct or pay for these tests or refer students for evaluations. **All paperwork must be signed and up-to-date (less than 5 years).**

The medical document must come from a licensed professional trained to conduct valid testing related to the specific area of disability. For example, for a visual impairment, the professional should be an ophthalmologist, for medical conditions, a medical doctor, and for mental/emotional/behavioral/cognitive/learning conditions, a psychologist, psychiatrist, school psychologist, or educational diagnostician etc.

The medical documentation needs to clearly state your disability diagnosis, with codes like DSM, ICD, or ICF. It should list the tests and summarize the results, explaining how the disability affects your life in an educational setting. Also, it should suggest classroom accommodations based on your diagnosis and why suggested accommodations are needed.

❖ ***Keep in mind that IEP, 504 paperwork, treatment notes, VA Ratings Forms, and Social Security statements are not considered sufficient documentation, and DSS will not accept them.***

This medical documentation should include evaluation/testing, a statement, and history of the diagnosis of disabilities such as:

- ADD/ADHD
- Dyslexia
- Learning or Intellectual Disabilities
- Autism Spectrum/Asperger's Disorder
- Psychological/Emotional Disorders
- Hearing Impairment
- Visual Impairment
- Medical Conditions affecting daily activities
- Neurological Disorders
- Traumatic Brain Injury

**Use this checklist to make sure your medical documentation has all the needed details for your qualified disability under ADA. Classroom accommodations will only be provided after you submit and DSS approves the medical documentation.**

**The DSS office will not accept in complete documentation.**

- Documentation must be current (less than 5 years old).
  - The documentation must be typed and on an official letterhead.
  - The evaluator must be a licensed or certified professional trained to perform valid testing related to the specific area of disability.
  - Clearly identify the specific diagnosis with appropriate diagnostic codes (i.e. DSM, ICD, and/or ICF).
  - Include a list of all tests/exams conducted for the diagnosis (tests normed for children will not be accepted) when applicable.
  - Documentation must provide a summary/explanation of all test results.
  - State which major life activity is substantially limited due to the disability.
  - Explain the current impact of the disability on the student's educational setting and academic performance.
  - Include recommended classroom accommodations aligned with the diagnosis.
  - Explain why the recommended accommodations are necessary for the documented disability.
  - The documentation must be signed by the evaluator with their respective license, certification, or TEA number.
- **Note: Students with a state certificate of blindness and/or deafness do not need additional disability documentation for the DSS office.**