



Student Accessibility Services- Documentation Guidelines

Autism Spectrum Disorders

The following guidelines are provided for evaluators, physicians, medical professionals, students, and family members to guide the process of submitting documentation to the Student Accessibility Services office (SAS) at Gateway Community College. **Please provide the information typed and on letterhead. Documentation for Autism Spectrum Disorders should be comprehensive in nature and current (within three to five years).**

Documentation Requirement Checklist:

In order for the Student Accessibility Services office to determine eligibility for academic adjustments for a student, documentation must include the following information. These requirements have been provided in a clear format to follow when preparing documentation for review.

Neuro-psychological and Psycho-educational evaluation(s):

- A comprehensive neuro-psychological evaluation which includes a detailed discussion of the individual's current cognitive functioning as it impacts the educational environment.
- A comprehensive academic achievement test battery (including standard scores) that measures current levels of functioning in reading, comprehension, mathematics, and written/oral language
- A summary of the current level of social/emotional functioning of the individual including impact of symptoms on the ability to function in a college setting and executive function deficits as relevant to postsecondary education
- A clear identification of symptoms as they pertain to the DSM 5 criteria for all relevant diagnoses, including any co-occurring diagnoses

Supplemental Documentation:

- Supplemental documentation may include evaluations by allied health professionals such as speech/language assessments, occupational therapy records, statements from therapists or other treating professionals

Background History:

- Discussion of pertinent background information including developmental, medical, psychosocial, family, and, academic histories

- Sources of background information (i.e., parent/spouse/partner interview, review of records, self report, etc)
- Discussion of any prior academic adjustments received (whether in high school or post secondary institution)

Current Medications (if applicable):

- List of current medication(s) including dosages and frequency
- Description of any adverse side effects or functional limitations due to medications
- Indication if evaluation was conducted while on or off medication

Recommendations:

- Specific recommendations regarding academic adjustments, auxiliary aids and/or services including a rationale for each accommodation based on the individual's identified functional limitations

Evaluator Qualifications

Name and title, license # (if applicable), address, phone number, fax number, email address, and signature on typed letterhead

*Appropriate professionals include school and/or clinical psychologists, educational therapists, special education teachers, licensed psychiatrists, neurologists, physicians (for medical conditions), and other rehabilitation professionals. Certified/appropriate professionals cannot be family members.

The completed documentation may be given directly to the student to submit or it may be forwarded to the following address:

Gateway Community College
Student Accessibility Services S202
20 Church Street
New Haven, CT 06511

Questions can be directed to:

Phone: (203) 285-2231

Fax: (203)285-2232*

* While faxes are accepted, the Student Accessibility Services office encourages the submission of original documents whenever possible.