

### Guidelines for Documenting a Visual Disability

1.) A Qualified Evaluator . A licensed ophthalmologist would be considered qualified to render a medical diagnosis, and make recommendations for appropriate accommodations.

Documentation must meet the following criteria:

- x include evaluator's name, title, professional credentials, license and/or certification number,
- x be presented on the professional's letterhead, typed, dated, signed, and legible,
- x the evaluator may not be a family member.

2.) Current Documentation. Reasonable accommodations are based on the current impact of a disability, so the documentation must describe an individual's current level of functioning and need for accommodations. The currency of documentation is dependent upon the nature of the vision loss. Thus, if the condition that leads to the loss of vision is progressive, we will request documentation that is within the last two years. Documentation for nonprogressive visual impairments should be no older than five years. However, each request will be evaluated on a case-by-case basis.

3.) Comprehensive Evaluation. Documentation must be thorough, giving a full picture of the individual, not simply a diagnosis; a diagnosis alone is not a basis for accommodation.

Documentation must include:

- x A clear statement of a visual disability with supporting data. Should not include wording such as "seems to indicate" or "suggests."
- x A summary of present symptoms, which meet the criteria for diagnosis of a visual disability.
- x