



**Bard Academy**



**SIMON'S ROCK**  
at Bard College

## **Documentation of a Psychological or Psychiatric Disability**

At Bard College and Simon's Rock and Bard Academy students who request accommodations for a disability may need to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and Title 111 of the Americans with Disabilities Act of 1990 (ADA) as amended. This form is provided in the interest of assuring that evaluation reports are appropriate for documenting eligibility for students who seek accommodations and/or services for a psychiatric or psychological disability. **Please fill out the form completely.** If you prefer, instead of using the form, you may write a brief report on your letterhead, as long as the report includes the same requested information. Any questions should be directed to Jean Altshuler, Director of Accessibility and Learning Supports, Simon's Rock at Bard College and Bard Academy [jaltschuler@sr.bard.edu](mailto:jaltschuler@sr.bard.edu)

**Student:**

**Date:**

**1. Diagnostic Statement describing the disability.** Provide a clear diagnostic statement (and DSM-IV-TR or ICD-10 diagnostic code/s, if appropriate) that describes how the condition was diagnosed, provides information on the functional impact, and details the typical progression or prognosis of the condition.

**2. A description of the diagnostic methodology used.** Include a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. Diagnostic methods that are congruent with the particular disability and current professional practices are recommended.

**3. A description of the current functional limitations.** Information on how the disabling condition(s) currently impacts the individual is necessary for both establishing a disability and identifying possible accommodations. It should identify the major life function that is being substantially limited.

**4. A description of the expected progression or stability of the disability.** Include a statement on expected changes in the functional impact of the disability over time and context. If the condition is not stable, information on interventions for exacerbations (including the individual's own strategies) and recommended timelines for re-evaluation are helpful.

**5. A description of current and past accommodations, services and/or medications.**

**6. Recommendations for accommodations.** Recommended accommodations and services must be logically related to the functional limitations.

**Certifying Qualified Evaluator(s):** Qualified evaluators are defined as licensed individuals who are qualified to evaluate and diagnose psychiatric disabilities or who may serve as members of the diagnostic team.

**Diagnoses of psychiatric disabilities documented by family members will not be accepted.**

License Number:

State of Practice:

Printed/Typed Name:

Phone:

Address:

Email:

Signature:

Date:

*Entering your name in the field above constitutes your signature*

**ALL DOCUMENTATION WILL BE HELD IN THE STRICTEST CONFIDENCE**

**Scans may be sent to:**

Jean Altshuler, Director of Accessibility and Learning Supports  
Simon's Rock at Bard College and Bard Academy [jaltshuler@sr.bard.edu](mailto:jaltshuler@sr.bard.edu)

Healthcare Providers or families who prefer to mail or fax documentation can send forms to:

Jean Altshuler  
Director of Accessibility and Learning Supports  
Simon's Rock at Bard College & Bard Academy  
30 Seminary Drive  
Barrytown, NY 12507  
**Fax 845.752.5647**

Guidelines adapted from text created by Polly Waldman, Sarah Lawrence College